



ASSOCIATION of PEDIATRIC
HEMATOLOGY/ONCOLOGY NURSES

39TH ANNUAL CONFERENCE AND EXHIBIT

INSTILLING hope



THROUGH PRACTICE, RESEARCH,, INNOVATION

Official Contractor:



**TRADE SHOW
SERVICES**

"WHERE THE CLIENT COMES FIRST"

SEPTEMBER 17-19, 2015
RHODE ISLAND CONVENTION CENTER
PROVIDENCE, RI

EXHIBITOR SERVICE MANUAL



APHON's 39th Annual Conference & Exhibit
Rhode Island Convention Center
Providence, RI
September 17-19, 2015



Monday, June 1, 2015

Dear APHON Annual Conference Exhibitor:

C-1 Trade Show Services is pleased to continue serving APHON's 39th Annual Conference & Exhibit happening September 17-19, 2015 at the Rhode Island Convention Center in Providence, RI. As part of your exhibitor fee, the Association of Pediatric Hematology/Oncology Nurses provides each 10' x 10' booth space with 8' **BLUE** / **WHITE** / **WHITE** / **BLUE** back drape, 3' **BLUE** side drape, and a 7"x44" ID Sign. Not-for profit booths will also receive one 6' x 30" **BLUE** skirted table, two chairs, a wastebasket and **BLUE** carpet. The exhibit hall is not carpeted but the aisle will be lined with **BLUE** carpet. Additional booth furnishing options are available in this exhibitor service manual.

Exhibitors move-in on Thursday, September 17 between 10:00 AM—4:00 PM. NO advanced shipments will be accepted at Rhode Island Convention Center prior to this move-in day unless you have made arrangements with Mike at C-1 Trade Show Services. If you have not pre-arranged an early move-in with Mike, please make sure shipments are scheduled to arrive **ONLY** between those times of 10:00 AM—4:00 PM on September 17. When shipping your materials, be sure to use our shipping labels provided in the kit along side any labels provided by your carrier of choice. In order to ensure to adhere to the Union Rules and provide a smooth move-in at the Rhode Island Convention Center, exhibitors who need to use the loading dock for unloading will need to contact Mike from C-1 Trade Show Services to schedule a load-in time for their delivery. Please see the *Freight Handling Estimation Form* for rates.

Exhibitors move-out on Friday, September 18 between 4:00 PM—8:00 PM. We will have on-site representatives from both C-1 Trade Show Services and UPS Freight (the Official Show Carrier) to assist you with any of your shipping needs. There are some specific regulations that must be followed in order for a smooth move-out. All exhibitor freight must be packed and ready to be shipped with a Bill of Lading submitted to our C-1 Trade Show Service Center no later than 6:00 PM on Friday, September 18. Exhibitors using carriers other than UPS Freight, should notify their drivers to check-in to our service center no later than this 6:00 PM deadline. **Failure to check-in by 6:00 PM or not turning in a completed Bill of Lading for your shipment will result in the freight being forced onto UPS Freight trucks and additional fees will apply.** Please note that FedEx and UPS Ground typically do not pickup or make deliveries after 5:00 PM on weekdays so plan accordingly.

We are here to help you through the ordering process, so please feel free to call Mike at (724) 260-5576 with any questions that you may have when proceeding through the forms and reviewing the show information contained in this exhibitor service manual.

We look forward to a successful show.

Sincerely,
Mike and Jen
C-1 Trade Show Services



2015 Support Opportunities

We invite you to become a supporter of the Association of Pediatric Hematology/Oncology Nurses (APHON). This is an excellent opportunity for your organization to show its commitment to education on hematology/oncology and expand your reach to the more than 3,600 nurse leaders specializing in pediatric hematology/oncology. APHON members are dedicated to promoting optimal nursing care of children, adolescents and young adults who have cancer and blood disorders and for their family.

- ☐ **Maximize your impact**
- ☐ **Increase your visibility**

- ☐ **Build relationships**
- ☐ **Support the specialty of pediatric hematology/oncology**

APHON Annual Meeting

On September 17-19, 2015 APHON will hold its 39th Annual Meeting at the Rhode Island Convention Center in Providence, RI. Innovative programming will draw more than 900 leading nurses specializing in hematology/oncology.

WAYS TO SUPPORT APHON:

Support an Event

RECOGNITION LEVELS

Platinum \$25,000
Gold \$15,000
Silver Level \$ 5,000
Bronze Level \$ 2,500

- | | |
|---|---|
| <input type="checkbox"/> Grand Opening Reception \$25,000 | <input type="checkbox"/> Tote Bags \$10,000 |
| <input type="checkbox"/> Business Meeting & Awards Lunch \$20,000 | <input type="checkbox"/> Hotel Room Key \$7,500 |
| <input type="checkbox"/> Wi-Fi \$20,000 | <input type="checkbox"/> Relaxation Room \$7,500 |
| <input type="checkbox"/> Dessert Reception in Exhibit Hall \$15,000 | <input type="checkbox"/> Lanyards \$5,000 |
| <input type="checkbox"/> President's Reception \$15,000 | <input type="checkbox"/> Speaker Ready Room \$5,000 |
| <input type="checkbox"/> Continental Breakfast \$10,000 | <input type="checkbox"/> Afternoon Break \$5,000 |
| <input type="checkbox"/> Cyber Café \$10,000 | <input type="checkbox"/> Charging Station \$5,000 |
| <input type="checkbox"/> Portfolios \$10,000 | <input type="checkbox"/> Coffee Break \$3,500 |

Support an Educational Program

- ☐ *Commercially Supported Symposia (Non CE) \$25,000*
- ☐ *Leadership Course \$15,000*
- ☐ *Keynote Session \$10,000*
- ☐ *Preconference Workshop \$3,500*
- ☐ *Concurrent Session \$2,500*

Ask about APHON's Industry Relations Council.....opportunities to engage with the APHON Audience.....new for 2015!.

Contact Terri Berkowitz, Manager, Professional Relations at 847/375-4763 or tberkowitz@aphon.org to discuss support of APHON

APHON Advertising Opportunities

Enhance your visibility and drive attendees to your booth at the APHON 39th Annual Conference and Exhibit

Statistics show that attendees come to an exposition with a set agenda of exhibits to visit. Make this your most successful conference by inviting APHON attendees to your booth at the annual conference through promotional materials in the conference program guide, the Room Drop Program, the Exhibit Hall Passport Program, or all three!

2015 APHON Conference Program Guide Advertising

Advertising in the conference program guide offers you concentrated exposure to nearly 900 professionals dedicated to promoting optimal nursing care for children, adolescents, and young adults with cancer and blood disorders and their families.

The conference program guide is distributed to all attendees at registration and includes the conference schedule and a complete list of the educational sessions and descriptions, poster presentations, and exhibitors. APHON attendees refer to this guide often onsite at the conference and throughout the year, giving your ad repeated exposure.

Closing Deadline for Space

June 24, 2015 (No refunds will be made after the space-closing date.)

Closing Date for Ad Materials

July 21, 2015

| Size | Dimensions | Exhibitor Rate* | Nonexhibitor Rate* |
|-----------------------|-------------------------|-----------------|--------------------|
| Full page (w/ bleed) | 8.5" x 11" (1/8" bleed) | \$925 | \$1,050 |
| Full page (w/o bleed) | 7.5" x 10" | \$925 | \$1,050 |
| 1/2 page (horizontal) | 7.5" x 5" | \$660 | \$765 |
| 1/2 page (vertical) | 3.5" x 10" | \$660 | \$765 |

All rates are for black-and-white ads; add \$575 for four-color process. Inserts are available on request. *Rates are agency commissionable for accounts paid within 30 days.

Cover Rates (include four-color)

| | |
|--------------------|---------|
| Back cover | \$1,825 |
| Inside front cover | \$1,735 |
| Inside back cover | \$1,650 |

Cover Specifications

| | |
|------------|----------------|
| Live area | 7.5" x 10" |
| Trim size | 8.5" x 11" |
| Bleed size | 8.75" x 11.25" |

Ad Materials

Ads are accepted in EPS or PDF formats, with all images and fonts embedded; TIFF and JPG formats should be 300 dpi with no compression applied.

To Submit Ad Materials

E-mail artwork files to Terri Berkowitz at tberkowitz@aphon.org or send a disk containing artwork files to Terri Berkowitz at 8735 W. Higgins Road, Suite 300, Chicago, IL 60631-2738.

☐ I will submit a conference program guide ad and agree to be billed according to my circled selection at left or above.

Room Drop Program

Reach your audience with a special delivery right to APHON conference attendees' hotel rooms! A room drop is a great way to connect with attendees, brand your product, and drive foot traffic to your exhibit.

Please submit a quantity of 550 pieces to APHON headquarters (address below) no later than August 3, 2015. Payment must be received prior to the meeting to ensure literature will be included in room drop.

☐ I will participate in the Room Drop Program at a total fee of \$3,500.

Exhibit Hall Passport Program

Participate in this program in the Exhibit Hall that directs attendees to your specific booth! Attendees will be given a list of exhibitors and asked to get their passport stamped to be eligible for special prize drawings in the Exhibit Hall. Reach your audience with this special and fun program—a great way to connect with attendees and drive foot traffic to your exhibit.

☐ I will participate in the Passport Program at a total fee of \$650.

(Please print or type)

Name of Organization _____

Address _____

City/State/ZIP _____

Submitted By _____ Title _____

Date _____ Phone _____ Fax _____ E-mail _____

RETURN TO:



ASSOCIATION of PEDIATRIC
HEMATOLOGY/ONCOLOGY NURSES

APHON, Terri Berkowitz, 8735 W. Higgins Road, Suite 300, Chicago, IL 60631-2738
tberkowitz@aphon.org



APHON's 39th Annual Conference & Exhibit
Rhode Island Convention Center
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EVENT DATES:

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SHOW CONTACTS

| | | | |
|--|---|--|---|
| Official Service Contractor: <u>Responsible for:</u> Furniture Custom Furniture Carpet Floral Labor Freight Handling Modular Display Units Rigging, Etc... | C-1 Trade Show Services Mike Danielson Phone: (724) 260-5576 miked@c1tradeshowservices.com | Direct to Show Site Address: <u>Responsible for:</u> Electrical Telephone Internet Phone Cleaning <i>*Please use the Direct to Show Site Shipping Labels</i> | Rhode Island Convention Center One Sabin St. Providence, RI 02903 (401) 458-6103 |
| Official Freight Company: | UPS Freight Phone: (800) 988-9889 e-mail: upsfreighttradeshow@ups.com | Advance Warehouse Address: <i>*Please use the Advance Warehouse Shipping Labels</i> | C-1 Trade Show Services c/o UPS Freight 617 George Washington Hwy Lincoln, RI 02865 Mark Johnson Phone: (401)-333-1221 |
| Audio Visual Company: | MAC Productions 242 W. Pike St. Covington, KY 41011 Phone: (800) 347-2902 e-mail: info@mac-av.com | | |

The following forms (located towards the back of the kit) are to be mailed or faxed to the individual suppliers and **not** through C-1 Trade Show Services.

| | | |
|-----------------------|-------------------------|----------------------|
| Electrical Order Form | Internet Order Form | Telephone Order Form |
| UPS Flyer | Audio Visual Order Form | Cleaning Order Form |

BOOTH FURNISHINGS:

Show Colors

8' Back drape **BLUE / WHITE / WHITE / BLUE**
3' Side drape **BLUE**
Aisle Carpet **BLUE**

10' x 10' Booth Receives

8' Back drape
3' Side drape
Booth ID Sign

Not-For Profit Booths

One 6' x 30" **BLUE** skirted table
Two Chairs and Wastebasket
BLUE Carpet

- [Booth package](#) is available by request.
- The Exhibit Hall consists of unfinished cement flooring and is not carpeted. Please check out our *Carpet Order Form* for color carpet or padding options. Carpeting is **REQUIRED**.



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IMPORTANT EXHIBITOR DEADLINES

| | | |
|---|--|--|
| C-1 Discount Deadline: Please refer to Facility Order Forms for their discount deadline The Payment Authorization Form must have all credit card information completed and accompany all orders to receive discount pricing, all orders submitted after this date will be charged at the standard rate. The forms to submit for this deadline include Tax Exempt Form (if applicable), Booth Package , Furniture & Accessories , Carpet , Carpet Cleaning , Signage , Floral , Fork-lift , Rigging , Modular Display Units , and I & D Labor . | Friday, Aug. 28 | 5:00 PM |
| Exhibitor Appointed Contractor Paperwork Deadline: If exhibitors are using another service contractor for the show, they will need to submit the Third Party Payment Authorization Form and EAC Certificate of Insurance. | Friday, August 21 | 5:00 PM |
| Freight Handling Paperwork Deadline: When shipping to the warehouse or show site, be sure to submit the Freight Handling Estimation Order Form page with your Payment Authorization Form to ensure your materials are delivered to your booth before move-in day. | Friday, August 28 | 5:00 PM |
| Warehouse Receiving: Any materials received outside of these dates will incur a 25% surcharge per CWT If your items will arrive after the deadline, please notify C-1 of the carrier, shipment's tracking numbers, and piece count ensure these items will be delivered in time to be loaded | Monday, Aug. 10 to Friday, Sept. 11 *NO SHIPMENTS WILL BE ACCEPTED AT THE WAREHOUSE AFTER MONDAY, SEPT 14 | The Warehouse's Hours of Operation are M-F 10:00 AM—4:00 PM (closed noon—1 PM daily for lunch) |
| Exhibitor Move-in/Show Site Receiving: All shipments must arrive during these times to avoid surcharges or possible shipment refusal | Thursday, September 17 10:00 AM—4:00 PM* | *ALL EXHIBITS MUST BE SETUP UP 4:00 PM WITHOUT EXCEPTIONS |
| Exhibit Hall Hours: | Thursday, September 17 5:15 PM—7:45 PM Friday, September 18 7:00 AM—9:00 AM 7:00 AM—8:30 AM 12:30 PM—4:00 PM 12:30 PM—1:45 PM 3:00 PM—4:00 PM | Opening Reception Exhibit Hall Open Continental Breakfast in Hall Exhibit Hall Open Dessert & Prizes Break & Prizes in Hall |
| Exhibitor Move-out | Friday, September 18 4:00 PM—8:00 PM | |
| Carrier Check-in Deadline All shipments left on the floor will be forced onto C-1's onsite carrier, UPS Freight | Friday, September 18 By 6:00 PM | (FedEx & UPS Ground usually will <u>not</u> pick up after 5:00 PM on weekdays so plan accordingly) |

IMPORTANT EXHIBITOR DEADLINES



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LABOR & MATERIAL HANDLING RULES/REGULATIONS

BOOTH INSTALLATION & DISMANTLING ("I/D")

The Union is to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the show site service desk.

Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment would order such from the Official Service Contractor. Exhibitors may not "borrow" tools from the exhibit facility and/or the Official Service Contractor. C-1 will have qualified labor members available to assist you in setting-up and dismantling your exhibit and equipment.

MATERIAL HANDLING

Freight to be brought in through the loading docks must be consigned to the Official Service Contractor – C-1 Trade Show Services. C-1 Trade Show Services shall be THE SOLE AUTHORITY on all matters in the DOCK area. All forklift and material handling from the loading dock to the point of installation is handled by the Union. This is not applicable to materials that can be carried by one person.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. C-1 cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

GRATUITIES

C-1 requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. C-1 employee(s) are paid an excellent wage and tipping is not an accepted company policy. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of C-1.

SPECIFIC CENTER FIRE CODES

Please be aware of the Fire Code per the Rhode Island State Fire Marshal:

13.7.5 Special Provisions for Exposition Facilities.

13.7.5.1 General. No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit or required exit sign; nor shall any display block access to fire-fighting equipment.

13.7.5.2 Materials Not on Display. A storage room having an enclosure consisting of a smoke barrier having a minimum 1-hour fire resistance rating and protected by an automatic extinguishing system shall be provided for combustible materials not on display, including combustible packing crates used to ship exhibitors' supplies and products.

13.7.5.3.10 Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited. (See 13.7.4.2 and 13.7.5.2.)



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LIMITS OF LIABILITY & RESPONSIBILITY

1. C-1 Trade Show Services and its subcontractors shall not be responsible for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.
2. C-1 Trade Show Services and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by C-1 Trade Show Services, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by C-1 Trade Show Services, or its subcontractors.
3. C-1 Trade Show Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury, or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.
4. Upon discovery, all apparent loss, injury, or damage to you or your property must be left in its undisturbed condition and immediately reported to a C-1 Trade Show Services representative for documentation. Claims for discovered and reported loss, injury, or damage must be submitted to C-1 Trade Show Services by the close of the show. No suit or action shall be brought against C-1 Trade Show Services, or its subcontractors, more than one year after the incident giving rise to the cause of action.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

C-1 Trade Show Services and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury, or damage where the direct cause of the loss, injury, or damage is unknown or indeterminable.

Be sure your *Liability Insurance* is in effect at the exhibit site.
Contact your insurance representative for more information.



PAYMENT TERMS & CONDITIONS

C-1 Trade Show Services requires payment for all services upon presentation of an invoice statement at the exhibit site. In order to receive a discount, the *Payment Authorization Form* must accompany your advanced order and be received prior to/on the discount deadline listed on your order form.

Note: It is the responsibility of the Exhibitor to advise the C-1 Trade Show Services on-site representative of any problems with any orders placed and to check their invoice for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

1. All payments must be made in U.S. Funds.
2. If your company is a government agency and your firm or agency requires a purchase order to be issued for any services rendered, then your purchase order request must accompany the order forms.
3. All materials and equipment are on a rental basis except where specifically identified as a sale and remain the property of C-1 Trade Show Services.
4. Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of the service(s). If such deposit is not sufficient, the exhibiting company will be required to settle their accounts prior to the close of the exhibition.
5. Final invoices are emailed to the account on file upon the close of the show. If you would like to receive a copy for your records, please stop by the C-1 Trade Show Service Center to ensure your email address is in our records. C-1 Trade Show Services will accept payment by cash, company/certified check, money order, or Visa, Mastercard or an American Express credit card. C-1 Trade Show Services does not accept Discover cards. C-1 Trade Show Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.
6. International Exhibitors will be required to settle their accounts in full prior to the close of the show. Payments must be made in U.S. Funds by either credit card, cash, check, or bank wire transfer when previously arranged with C-1 Trade Show Services.
7. Tax Exemption Status - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers. tax exempt forms will need to be submitted by the discount deadline. No credits will be given after the close of the show for tax exempt status.
8. Payment for all labor, equipment, and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties, shall be the responsibility of the exhibitor at the event. Any special orders (i.e. special cut carpet, plush carpet, signage, floral, custom furniture, or modular display units) are non-refundable once the order has been placed.
9. C-1 Trade Show Services reserves the right to institute collection actions against all exhibitors or third parties for payments not received within 20 days. Service charges of 20% per month or a fraction thereof will be applied to the past due accounts. The annual rate per service charge is 20%. Fees associated with insufficient funds on personal or company checks as well as the charge back fees on credit card will be added to your invoice.



DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

PAYMENT AUTHORIZATION FORM

Please complete and return this form for any items/services ordered thru C-1 Trade Show Services. The completion of this form accompanied by your signature authorizes your company representative(s) and yourself to order services from C-1 Trade Show Services in advance as well as at the show.

| | |
|--------------------|-----------|
| EXHIBITING NAME | BOOTH # |
| EXHIBITOR ADDRESS | PHONE # |
| CITY/STATE/ZIP | FAX # |
| ORDERED BY (PRINT) | TITLE |
| EMAIL | SIGNATURE |

| Exhibitor Order Summary Spreadsheet | Date Ordered | Totals from Order Forms |
|---------------------------------------|--------------|-------------------------|
| Taxable Items: | | |
| Furniture, Accessories, Booth Package | | \$ |
| Carpet (including Padding & Visqueen) | | \$ |
| Signage/Modular Display Units | | \$ |
| Floral | | \$ |
| Freight Handling | | \$ |
| Installation & Dismantle Labor | | \$ |
| Forklift/Rigging Labor | | \$ |
| Other | | \$ |
| | | |
| Total Order | | \$ |

PAYMENT POLICIES

- **DISCOUNT PRICES:** To qualify, orders must be received with payment on/before Discount Deadline date. Orders received without payment or after the discount price deadline will be charged at the standard rate. Standard furniture orders that are cancelled on-site (prior to item(s) delivered) will receive a 50% refund. No refund will be issued after these items have been delivered to your booth. No refund will be issued for any special-cut or plush carpet, signage, custom furniture, floral, or modular display units that have been cancelled after the discount deadline.
- **ADJUSTMENTS/CANCELLATIONS:** No adjustments/credits to invoices will be given after the close of event for items/services ordered but not received.
- **ORDER CONFIRMATION:** Email will be sent within 48 hours.
- **Payment:** You may choose to pay by credit card or check, however, we require a credit card on file. Please make checks payable to C-1 Trade Show Services.
- **TAX EXEMPT:** If your company is tax exempt, be sure to submit a certified tax exempt form. This form needs to be for the city where the show is taking place and needs to be submitted by the discount deadline.

☐ **Tax Exempt?**

PAYMENT METHOD:

CREDIT CARD ☐ CHECK ☐ MONEY ORDER ☐ CASH ☐

☐ MasterCard ☐ Visa ☐ American Express *We do not take Discover cards

Account Number Exp. Date

By signing below, you have read, understood, and agreed to all terms as described in this entire Exhibitor Service Manual including the Payment Terms & Conditions provided in this and your on-site representative (s) have been advised of these terms as well.

CARDHOLDER NAME (PRINT) _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS FOR INVOICE NOTIFICATION _____

CARDHOLDER SIGNATURE

DATE

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

PAYMENT AUTHORIZATION FORM



EVENT DATES:
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CONDITIONS FOR EXHIBITOR APPOINTED CONTRACTOR (EAC)

Association of Pediatric Hematology/Oncology Nurses, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed C-1 Trade Show Services as the Official Service Contractor to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union(s) and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- The Exhibitor may provide supervision and
- The Exhibitor may appoint an exhibit installation contractor or display builder for exhibitor move-in or move-out.

Exhibitors may employ the service of independent contractors to install and dismantle their display provided that the Exhibitor as well as the Exhibitor Appointed Contractor comply with the following requirements:

1. The exhibitor must notify APHON and C-1 Trade Show Services in writing of the intention to utilize an Independent contractor no later than Friday, August 21, furnishing the name, address, and telephone number of the firm by submitting the *Third Party Authorization Form* on the next page. If EAC is not responsible for payment, just indicate the proper box under the "items to bill to 3rd party" section.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to APHON and C-1 Trade Show Services no later than Friday, August 21.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide APHON with evidence of compliance.
5. The Exhibitor Appointed Contractor will share with C-1 Trade Show Services all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, et cetera.
6. The Exhibitor Appointed Contractor must furnish APHON and C-1 Trade Show Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times the necessary identification badges as determined by APHON. The Service Firm must check in at the C-1 Trade Show Services Customer Service Desk to receive their badge.
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid *authorization* form that the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the Exhibitor's booth space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to C-1 Trade Show Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, C-1 Trade Show Services. The Exhibitor Appointed Contractor must coordinate all of its activities with C-1 Trade Show Services.
11. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractor or Facility will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment owned by parties other than the Exhibitor.
12. Must refer to the Official Service Contractors & Exhibitor Appointed Contractors and the Method of Payment Third Party Authorization for Exhibitor Appointed Contractors forms in this manual for additional requirements.

NOTE: C-1 Trade Show Services reserves the right to refuse any Non-Official Service Contractor access to the show floor, if any of the above conditions are not met. If there is a problem providing the necessary information within the 30-day deadline, C-1 Trade Show Services must be contacted by telephone.



EAC AUTHORIZATION FORM

FORM DUE DATE:
AUGUST 21, 2015

A Non-Official Service Contractor/Exhibitor Appointed Contractor is a company other than the Official Service Contractor (C-1 Trade Show Services) that provides a service such as installation/dismantle labor, custom furniture rental, rigging & sign handling labor, photography, audio visual, and other related services and therefore needs access to your booth during the installation and dismantling hours.

This form is required for exhibitors who are utilizing an Exhibitor Appointed Contractor. As the exhibiting firm, you are ultimately responsible for the payment of charges incurred through exhibiting at APHON's 39th Annual Conference & Exhibit. In the event that the Third Party Exhibitor Appointed Contractor does not disclose payment for the open invoice prior to the last day of the show, the charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party. The items checked below are to be invoiced to the third-party. This form is due on/before Friday, August 21. C-1 Trade Show Services will not be responsible for contacting the third party company during the show for balance due. Therefore, C-1 requests that a credit card number be placed on file to avoid issues at show site.

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all Terms & Conditions in this service manual. In the event that the named third party does not disclose payment for the open invoice prior to the last day of the show, charges will revert back to our exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

| | |
|--------------------|-----------|
| EXHIBITING NAME | BOOTH # |
| EXHIBITOR ADDRESS | PHONE # |
| CITY/STATE/ZIP | FAX # |
| ORDERED BY (PRINT) | TITLE |
| EMAIL | SIGNATURE |

Items to Bill to 3rd Party:

- | | | |
|--|--|---|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> No Services/Exhibiting |
| <input type="checkbox"/> I&D Labor/Supervision | <input type="checkbox"/> Rental Furniture/Carpet | Company is Responsible |
| <input type="checkbox"/> Freight Handling/In & Out | <input type="checkbox"/> Signage/Graphics | for Payment |

PAYMENT METHOD:

CREDIT CARD ☐ CHECK ☐ MONEY ORDER ☐ CASH ☐

You may choose to pay by credit card or check, however, we require a credit card on file.
Please make checks/money orders payable to C-1 Trade Show Services.

☐ MasterCard ☐ Visa ☐ American Express *We do not take Discover cards

Account Number

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|-----------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Exp. Date | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|-----------|----------------------|

By signing below, you have read, understood, and agreed to all terms as described in this entire Exhibitor Service Manual including the Payment Terms & Conditions provided in this and your on-site representative (s) have been advised of these terms as well.

CARDHOLDER NAME (PRINT)

CARDHOLDER SIGNATURE

CARDHOLDER BILLING ADDRESS

CITY/STATE/ZIP

THIRD PARTY COMPANY NAME

EMAIL

THIRD PARTY ADDRESS

PHONE

EXT.

FAX

SIGNATURE DENOTES AGREEMENT THAT 3RD PARTY IS SUBJECT TO TERMS & CONDITIONS AS OUTLINED IN THE EXHIBITOR SERVICE MANUAL.



EVENT DATES:

SEPTEMBER 17-19, 2015

GENERAL FAQs

CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR ANOTHER TABLE?

- We define your booth package furnishings with show management. If an exhibitor wishes to have something other than what is included, they must order and pay for it in full. This includes a different table skirting color as well.

ARE RENTAL PRICES PER DAY?

- No. Rental prices are applicable for the duration of the show. The only price that is per day is cleaning (see cleaning order form).

AM I ABLE TO ORDER/UTILIZE FURNITURE FROM THE FACILITY?

- No. That is strictly prohibited. Booth furnishings such as tables, chairs, and cocktail rounds can be ordered directly through C-1 Trade Show Services.

WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?

- C-1 will first contact exhibitors for their preference. If we don't hear back from you, the show color will be chosen.

WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

- The upholstered stools fit under the counter-height, 40" high tables.

WILL 9' x 10' CARPET FIT IN MY 10' x 10' BOOTH?

- Yes. It is typical in the trade show industry to leave a small gap in the back of a booth for any electrical cords, telephone cords, etc. This gap will be covered by the 8' high drape in the back of your booth.

CAN I ORDER 2 - 9' x 20' CARPETS FOR MY 20' x 20" ISLAND BOOTH?

- Although the gap in a 10' x 10' booth is no problem, a gap in an island booth is a gap that can be seen. Aisle carpet will line the perimeter of your booth. The 9' carpets are meant to line up with the aisle carpet. This would leave a 2' gap down the center of your island booth. For an island booth, you must order special cut and lay carpet.

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

- Yes this is allowed. Please be aware though that freight handling charges will be applicable. Please consider what will be most cost effective for you and your company.

MY BOOTH IS DIRTY FROM MOVING IN—WILL THE FACILITY CLEAN IT?

- Carpet is clean when installed. If it needs to be vacuumed from move-in, exhibitors are able to order opening day only cleaning or daily booth cleaning through the RICC *Carpet Cleaning Order Form* towards the end of this kit.

MY BOOTH IS TOO COMPLICATED/FRAGILE FOR C-1 LABOR MEMBERS TO HANDLE—CAN WE WORK SOMETHING OUT?

- Exhibitors are more than welcome to supervise and work along with the C-1 staff. The labor members work with trade show displays often and are familiar with installing and dismantling. If you are unhappy with the workers provided, please see the C-1 service desk immediately.

DO I HAVE TO HIRE UNION LABOR IF A DISPLAY HOUSE IS HANDLING MY INSTALLATION AND DISMANTLE?

- Your display house is required to use the same union that has jurisdiction at the show facility. The display house should be aware of this, but it would be smart to double check with your appointed display house to ensure a smooth move in.

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

- You can order C-1 supervised dismantle labor at the C-1 service desk. Please leave all dismantle and outbound shipping information and be sure you have a credit card on file. C-1 will dismantle, pack up and ship out your booth materials for you.

WHEN WILL MY CREDIT CARD BE CHARGED?

- After the start of the show, once all your orders have been placed in our booth. Your invoice will be emailed reflecting the payment applied.



DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

BOOTH PACKAGE

Please choose one of the following:

| BOOTH PACKAGE - OPTION A (PER 10'X10' BOOTH SPACE) | | | | |
|--|--|----------------|----------------|-------|
| QUANTITY | BOOTH PACKAGE DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
| | 6'L x 30"H Draped Table — BLUE 2 Side Chairs Wastebasket with compostable liner *No color substitutions please | \$274.00 | \$349.00 | |

| BOOTH PACKAGE - OPTION B (PER 10'X10' BOOTH SPACE) | | | | |
|--|---|----------------|----------------|-------|
| QUANTITY | BOOTH PACKAGE DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
| | 6'L x 30"H Draped Table— BLUE 2 Side Chairs Wastebasket with compostable liner 9' x 10' Booth Carpet— BLUE *No color substitutions please | \$399.00 | \$499.00 | |

CANCELLATION POLICY:

- Standard furniture orders cancelled on-site (prior to item(s) delivered) will received a 50% refund.
- No refund will be issued after these items have been delivered to your booth
- No refund for any signage, custom furniture, or floral orders that have been cancelled after the discount deadline.
- Also, there will be absolutely NO CREDITS given after the close of the show. We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show. NO CREDITS will be given if you do NOT let us know that it is not in your booth.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

SUB TOTAL OF ORDERS \$ _____
X 7.0% PROVIDENCE SALES TAX \$ _____
= TOTAL OF ALL ITEMS ORDERED: \$ _____

EXHIBITING COMPANY NAME

BOOTH #

PRINT NAME

EMAIL

AUTHORIZED SIGNATURE

PHONE

DATE



FURNITURE & ACCESSORIES

DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

| <u>Skirted Table</u> | | | |
|-----------------------------|------|---------------|---------------|
| Item Name | Qty. | Discount Rate | Standard Rate |
| 4' L x 2' W x 30" H | | \$95.00 | \$118.00 |
| 6' L x 2' W x 30" H | | \$115.00 | \$148.00 |
| 8' L x 2' W x 30" H | | \$135.00 | \$168.00 |
| Optional 4th Side Skirt 30" | | \$42.00 | \$54.00 |
| 4' L x 2' W x 42" H | | \$115.00 | \$148.00 |
| 6' L x 2' W x 42" H | | \$135.00 | \$168.00 |
| 8' L x 2' W x 42" H | | \$155.00 | \$188.00 |
| Optional 4th Side Skirt 42" | | \$49.00 | \$64.00 |

Indicate Table Skirt Color:

☐ Black

☐ Silver

☐ Blue

4th Side Skirt on _____ ft. long table(s) ordered.
 * Show colors will be given when color is not selected.

| <u>Unskirted Table</u> | | | |
|------------------------|------|---------------|---------------|
| Item Name | Qty. | Discount Rate | Standard Rate |
| 4' L x 2' W x 30" H | | \$62.00 | \$79.00 |
| 6' L x 2' W x 30" H | | \$72.00 | \$89.00 |
| 8' L x 2' W x 30" H | | \$82.00 | \$99.00 |
| 4' L x 2' W x 42" H | | \$72.00 | \$89.00 |
| 6' L x 2' W x 42" H | | \$82.00 | \$99.00 |
| 8' L x 2' W x 42" H | | \$92.00 | \$109.00 |

| <u>Unskirted Cocktail Tables</u> | | | |
|----------------------------------|------|---------------|---------------|
| Item Name | Qty. | Discount Rate | Standard Rate |
| Round Cocktail Table 30" High | | \$92.00 | \$110.00 |
| Round Cocktail Table 42" High | | \$105.00 | \$125.00 |

| <u>SEATING</u> | | | |
|-------------------|------|---------------|---------------|
| Item Name | Qty. | Discount Rate | Standard Rate |
| Padded Side Chair | | \$77.00 | \$99.00 |
| Steno Chair | | \$97.00 | \$117.00 |
| Arm Chair | | \$84.00 | \$106.00 |
| Counter Stool | | \$105.00 | \$125.00 |

| <u>Accessories</u> | | | |
|--------------------------------|------|---------------|---------------|
| Item Name | Qty. | Discount Rate | Standard Rate |
| Wastebasket | | \$25.00 | \$29.00 |
| Adjustable Tripod Easel | | \$51.00 | \$68.00 |
| Bag Rack | | \$87.00 | \$110.00 |
| Garment Rack | | \$96.00 | \$124.00 |
| Literature Rack | | \$130.00 | \$150.00 |
| Chrome 22" X 28" Sign Frame | | \$75.00 | \$90.00 |
| Raffle Drum | | \$100.00 | \$120.00 |
| Rope & Stanchion (10' section) | | \$125.00 | \$150.00 |
| 4' X 8' Poster Board | | \$170.00 | \$221.00 |
| Fish Bowl | | \$35.00 | \$42.00 |

| <u>Special Draping with Metal</u> | | | |
|-----------------------------------|------|---------------|---------------|
| Item Name | Qty. | Discount Rate | Standard Rate |
| 3' Masking Drape | | \$14.00 | \$19.00 |
| 3' Upright & Base | | \$15.00 | \$21.00 |
| 8' Masking Drape | | \$20.00 | \$26.00 |
| 8' Upright & Base | | \$20.00 | \$28.00 |
| Crossbar | | \$14.00 | \$20.00 |

| <u>Indicate Drape Color:</u> | |
|---------------------------------|--------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> |
| <input type="checkbox"/> Blue | <input type="checkbox"/> |
| <input type="checkbox"/> Silver | <input type="checkbox"/> |

| <u>Draped Table Risers—10" deep x 10" high & covered with white vinyl</u> | | | |
|---|------|---------------|---------------|
| Item Name | Qty. | Discount Rate | Standard Rate |
| 4' Single Tier— place on ____ ft. table ordered | | \$62.00 | \$82.00 |
| 6' Single Tier— place on ____ ft. table ordered | | \$72.00 | \$92.00 |

CANCELLATION POLICY:

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- Also, there will be absolutely NO CREDITS given after the close of the show. We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show. NO CREDITS will be given if you do NOT let us know that it is not in your booth.

PLEASE NOTE: The Payment Authorization Form must accompany this order.

SUB TOTAL OF ORDERS \$ _____
 x 7.0% PROVIDENCE SALES TAX \$ _____
 = TOTAL OF ALL ITEMS ORDERED: \$ _____

EXHIBITING COMPANY NAME

BOOTH #

PRINT NAME

EMAIL

AUTHORIZED SIGNATURE

PHONE

DATE

EVENT DATES:
SEPTEMBER 17-19, 2015

FURNITURE & ACCESSORY IMAGES




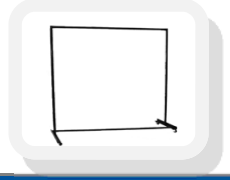

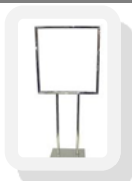





TABLES

| | | |
|---|---|--|
|  |  |  |
| 30" & 42" SKIRTED TABLES | 42" UNSKIRTED TABLE | 30" TALL ROUND TABLE |

SEATING

| | | |
|--|--|---|
|  |  |  |
| CONTEMPORARY ARM CHAIR | SIDE CHAIR | CONTEMPORARY COUNTER STOOL |

ACCESSORIES

| | | | |
|---|---|--|---|
|  |  |  |  |
| WASTEBASKET | TRIPOD EASEL | BAG RACK | GARMET RACK |
|  |  |  |  |
| LITERATURE RACK | CHROME 22" x 28" SIGN HOLDER | RAFFLE DRUM | ROPE & STANCHION |
|  |  |  | |
| POSTER BOARD | LIGHTED SHOWCASE | RISER ON A TABLE | |



DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

CARPET

| STANDARD CARPET—for 8' x 10', 9' x 10', or 10' x 10' Booth Spaces | | | | | |
|---|-----------------------|----------------|----------------|-------|---------------------------------|
| QTY. | SIZE | DISCOUNT PRICE | STANDARD PRICE | TOTAL | COLOR |
| | 9' x 10' BOOTH CARPET | \$159.00 | \$189.00 | | <input type="checkbox"/> BLACK |
| | 9' x 20' BOOTH CARPET | \$309.00 | \$369.00 | | <input type="checkbox"/> BLUE |
| | 9' x 30' BOOTH CARPET | \$459.00 | \$529.00 | | <input type="checkbox"/> SILVER |
| | TAPING | \$0.74 PSF | \$0.88 PSF | | |

| SPECIAL SIZE STANDARD CARPET—100 square feet minimum, per square foot; for Island Booths | | | | |
|--|------------------------------|------------------------------|-------|---------------------|
| RENTAL INCLUDES INSTALL, TAPING, AND DISMANTLE (ALL ISLAND BOOTHS WILL NEED TO ORDER TO AVOID GAPS) ALL ORDERS NEED TO BE RECEIVED BY THE DISCOUNT DEADLINE. BOOTH SIZE _____ X _____ = _____ | DISCOUNT PRICE \$3.65 PSF | STANDARD PRICE \$4.50 PSF | TOTAL | *Select Color Above |

| PLUSH/DELUXE CARPET—100 square feet minimum, per square foot—28 oz. | | | | |
|--|------------------------------|------------------------------|-------|--|
| RENTAL INCLUDES INSTALL AND PICK-UP AT THE CLOSE OF THE SHOW. ALL ORDERS NEED TO BE RECEIVED BY THE DISCOUNT DEADLINE. BOOTH SIZE _____ X _____ = _____ | DISCOUNT PRICE \$4.00 PSF | STANDARD PRICE \$4.95 PSF | TOTAL | <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER |

| PADDING AND VISQUEEN PROTECTION 100 square feet minimum | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|---|----------------|----------------|-------|
| CARPET PADDING—PER SQ. FT. BOOTH SIZE _____ X _____ = _____ | \$1.25 PSF | \$1.75 PSF | |
| VISQUEEN PROTECTION—PER SQ. FT. BOOTH SIZE _____ X _____ = _____ | \$0.75 PSF | \$1.00 PSF | |

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PLEASE NOTE: The Payment Authorization Form must accompany this order.

SUB TOTAL OF ORDERS \$ _____
 X 7.0% PROVIDENCE SALES TAX \$ _____
 = TOTAL OF ALL ITEMS ORDERED \$ _____

EXHIBITING COMPANY NAME

BOOTH #

PRINT NAME

EMAIL

AUTHORIZED SIGNATURE

PHONE

DATE



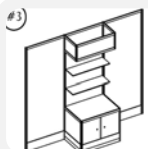

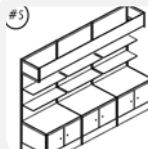
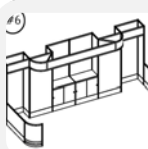


DISCOUNT DEADLINE:

FRIDAY, AUGUST 28, 2015

MODULAR DISPLAY UNIT

MODULAR DISPLAY UNIT ORDER FORM

| MODULAR DISPLAY UNITS | | | | Indicate Panel Material Additional Cost if Not Using Basic White Sintra | | | |
|---|---|----------|----------|--|---|--|-------------|
| PHOTO | DESCRIPTION | DISCOUNT | STANDARD | QTY | DESCRIPTION | DISCOUNT | STANDARD |
|  | OPTION 1: 10' HARD WALL WHITE SINTRA PANELS WITH CURVED END CAPS INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' x 10' CARPET | \$1600 | \$2000 | | White Sintra Panels | Included in Package | |
| | | | | | Colored Sintra Panel | \$100/panel | \$125/panel |
| | | | | | Braylock/Velcro Panel | \$100/panel | \$125/panel |
| | | | | | Full Color Graphics on Back Panel Size of Graphic: _____ x _____ | \$275/panel | \$350/panel |
|  | OPTION 2: 10' HARD WALL WHITE SINTRA PANELS WITH 4 CABINETS INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' x 10' CARPET | \$1875 | \$2345 | <input type="checkbox"/> | Chrome Metal for Panels | Included in Package | |
|  | OPTION 3: 10' HARD WALL WHITE SINTRA PANELS WITH SHELVES & CABINET INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' x 10' CARPET | \$1875 | \$2345 | <input type="checkbox"/> | Black Metal for Panels (Per 10' x 10') | \$500 | \$625 |
|  | OPTION 4: 10' HARD WALL WHITE SINTRA PANELS WITH SHELVES AND PANEL SIDES INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' x 10' CARPET | \$1995 | \$2495 | Indicate Sintra/Velcro Panel Color (additional cost) | | Indicate Booth Carpet Color (no additional cost) | |
|  | OPTION 5: 10' HARD WALL WHITE SINTRA PANELS WITH SHELVES & CABINETS INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' x 10' CARPET | \$2675 | \$3450 | <input type="checkbox"/> | Black | <input type="checkbox"/> | Black |
|  | OPTION 6: 20' HARD WALL WHITE SINTRA PANELS WITH CABINETS, CURVED END CAPS INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' x 20' CARPET | \$4995 | \$6245 | <input type="checkbox"/> | Red | <input type="checkbox"/> | Red |
| | | | | <input type="checkbox"/> | Silver | <input type="checkbox"/> | Silver |
| | | | | <input type="checkbox"/> | Blue | <input type="checkbox"/> | Blue |

C-1 Trade Show Services can design other custom counters for you. For assistance, please call Jennifer at (941) 371-4523.

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- We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show.

PLEASE NOTE: The Payment Authorization Form must accompany this order.

SUB TOTAL OF ORDERS \$ _____ x 7.0% PROVIDENCE SALES TAX
= TOTAL OF ITEMS ORDERED \$ _____

For Larger Custom Display Options, Call for a Quote

EXHIBITING COMPANY NAME

BOOTH #

PRINT NAME

EMAIL

AUTHORIZED SIGNATURE

PHONE

DATE



DISCOUNT DEADLINE:

FRIDAY, AUGUST 28, 2015

MODULAR DISPLAY ACCESSORIES

| MODULAR DISPLAY/STORAGE COUNTERS | | | |
|--|--|----------|----------|
| PHOTO | DESCRIPTION | DISCOUNT | STANDARD |
|  | OPTION 1: 1/2 M X 1/2 M x 36" T WHITE SINTRA PANELS CALL FOR CUSTOM GRAPHICS QUOTE | \$300 | \$375 |
|  | OPTION 2: 1/2 M X 1 M x 36" T GRAPHIC ON FRONT WHITE SINTRA PANELS CALL FOR CUSTOM GRAPHICS QUOTE | \$350 | \$440 |
|  | OPTION 3: 36" T ROUND COUNTER BLACK SINTRA PANELS CALL FOR CUSTOM GRAPHICS QUOTE | \$450 | \$565 |
|  | OPTION 4: 1/2 M X 2 M x 36" H BLACK SINTRA PANELS CALL FOR CUSTOM GRAPHICS QUOTE | \$500 | \$625 |
|  | OPTION 5: LIGHTED DISPLAY CASE | \$425 | \$510 |

| MODULAR DISPLAY ACCESSORIES | | | |
|-----------------------------|----------------------------------|---------------|---------------|
| QTY | ACCESSORY | DISCOUNT | STANDARD |
| | HALOGEN LIGHTS | \$50.00/light | \$70.00/light |
| | Gridwall Panel without Legs | \$75.00/panel | \$95.00/panel |
| | Gridwall Panel with Legs—3 sided | \$350.00 | \$480.00 |
| | Straight Faceout Arm | \$15.00/arm | \$20.00/arm |
| | Downslant Arm | \$15.00/arm | \$20.00/arm |
| | Shelf: 37" L x 12" W | \$65.00/shelf | \$82.00/shelf |
| | Hat Holder | \$15.00/arm | \$20.00/arm |

Indicate Counter Color (no additional cost)

☐

Black Panels (white counter top)

☐

White Panels (white counter top)

Indicate Lock/No Lock per Counter

| OPTION | QUANTITY | COUNTER SIZE | DISCOUNT | STANDARD |
|---------|----------|--------------|--------------------|----------|
| No Lock | | | Included in Option | |
| Lock | | | \$65.00 | \$82.00 |

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= TOTAL OF ITEMS ORDERED \$ _____

EXHIBITING COMPANY NAME

BOOTH #

PRINT NAME

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AUTHORIZED SIGNATURE

PHONE

DATE

EVENT DATES:
SEPTEMBER 17-19, 2015

FLORAL IMAGES

FLORAL IMAGES



Azaleas (pink)



Azaleas (red)



Azaleas (white)



Mums (white)



Mums (yellow)



Mums (bronze)



Mums (lavender)



Small Fern (displayed on tables)



Large Fern (displayed on floor)



Ivy & Pothos

EVENT DATES:
SEPTEMBER 17-19, 2015

FLORAL IMAGES (CONTINUE)

FLORAL IMAGES (CONTINUE)



2' Green Plant



3' Green Plant



4' Green Plant



5' Green Plant



6' Green Plant



7' Green Plant

Please note that the type of plant or tree pictured above may change according to availability.

We also provide custom floral arrangements!

Send a photo or description to miked@c1tradeshowservices.com for a price quote





DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

FLORAL

| QTY. | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|------|---------------------------------|----------------|----------------|-------|
| | SMALL BOSTON FERN—TABLE DISPLAY | \$40.00 | \$54.00 | |
| | LARGE BOSTON FERN—FLOOR DISPLAY | \$55.00 | \$74.25 | |
| | GREEN PLANT: 2' TALL | \$45.00 | \$60.75 | |
| | GREEN PLANT: 3' TALL | \$55.00 | \$74.25 | |
| | GREEN PLANT: 4' TALL | \$65.00 | \$87.75 | |
| | GREEN PLANT: 5' TALL | \$75.00 | \$101.25 | |
| | GREEN PLANT: 6' TALL | \$85.00 | \$114.75 | |
| | GREEN PLANT: 7' TALL | \$95.00 | \$128.25 | |

All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.

BLOOMING PLANTS AND FRESH FLORAL ARRANGEMENTS

| QTY. | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|------|--|------------------|------------------|-------|
| | AZALEAS <input type="checkbox"/> PINK <input type="checkbox"/> RED <input type="checkbox"/> WHITE | \$45.00 | \$60.75 | |
| | MUM PLANTS <input type="checkbox"/> WHITE <input type="checkbox"/> YELLOW <input type="checkbox"/> BRONZE <input type="checkbox"/> LAVENDER | \$50.00 | \$67.50 | |
| | IVY & POTHS | \$40.00 | \$54.00 | |
| | TABLE FLOWER ARRANGEMENT | CALL FOR A QUOTE | CALL FOR A QUOTE | |
| | LARGE FLOOR ARRANGEMENT | CALL FOR A QUOTE | CALL FOR A QUOTE | |
| | CUSTOM DESIGNED ARRANGEMENT | CALL FOR A QUOTE | CALL FOR A QUOTE | |

Please call C-1 Trade Show Services at (941) 371-4523 if you have requirements other than those listed.

CANCELLATION POLICY:

- No refund for any special cut carpet, plush carpet, signage, custom furniture, MDU, or floral orders that have been cancelled after the discount deadline.
- Also, there will be absolutely NO CREDITS given after the close of the show. We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show. NO CREDITS will be given if you do NOT let us know that it is not in your booth.

PLEASE NOTE: The Payment Authorization Form must accompany this order.

TOTAL OF ALL ITEMS ORDERED \$ _____ + 7% SALES TAX _____ + \$50 DELIVERY/PICK-UP FEE = \$ _____

EXHIBITING COMPANY NAME

BOOTH #

PRINT NAME

EMAIL

AUTHORIZED SIGNATURE

PHONE

DATE

EVENT DATES:
SEPTEMBER 17-19, 2015

SIGNAGE—RETRACTABLE BANNER STANDS



Option A: 24" W x 85" H (2' W x 7' T) = \$400*
Graphic size: 24"W x 85"H to 90"H (with a 6" bleed on bottom)
Weight: 12 lbs. (stand only)
Travel Bag Dimensions: 29" x 13" x 5"
*Price includes: Design Work, Graphics, Case and Stand

Option B: 36" W x 85" H (3' W x 7' T) = \$510*
Graphic size: 36"W x 85"H to 92"H (with a 6" bleed on bottom)
Weight: 16 lbs. (stand only)
Travel Bag Dimensions: 41" x 12" x 4"
*Price includes: Design Work, Graphics, Case and Stand



Product detail information:

Durable and uniquely designed, this aluminum stand is the perfect combination of versatility, appeal, and affordability.

Set up: Quick and Easy.
Banner attaches by Velcro. Clean edge to edge display.



Lifetime warranty on stand and 1 year warranty on banner

Graphics turnaround 7-10 business days after proofs are approved. Please call for production schedule if you need it sooner. Turn around times based on orders with up to 10 banners. For more quantities please call us to get estimated turnaround time.

Features

- retractable
- stylish lightweight components
- foldable aluminum pole
- quick to assemble and easy to use
- comes with sturdy carry bag

EVENT DATES:
SEPTEMBER 17-19, 2015

SIGNAGE—TABLE TOP THROW COVERS

These table throws are a great addition to your trade show booth and are sized to fit either a standard 6ft or 8ft table. Available in full graphic prints. The graphic turnaround time is a standard 10 business days.



The 3-sided (open back) table throw has full length front and side material, with a shorter edge on the backside.



The 4-sided (full back) table throw has full length front and side material, with a full length backside.

6' x 30" TABLE



Option C: 6' x 30" skirt with 3-sided graphics = \$355
Graphic Size: 126.5"W x 62.75"H

Option E: 6' x 30" skirt with 4-sided graphics = \$435
Graphic Size: 126.5"W x 84"H

8' x 30" TABLE



Option D: 8' x 30" skirt with 3-sided graphics = \$445
Graphic Size: 150.5"W x 62.75"H

Option F: 8' x 30" skirt with 4-sided graphics = \$505
Graphic Size: 150.5"W x 84"H

EVENT DATES:
SEPTEMBER 17-19, 2015

SIGNAGE—THROW COVERS FOR COCKTAIL ROUNDS

Option G: 30" Round Table Cover with 1-Color Imprint = \$270

A round table cover with your logo printed in one imprint color (choose below), available in 15 fabric colors. Sized to fit a 30" tall, 31½" diameter round table.



Option H: 42" Round Table Cover with 1-Color Imprint = \$302

A round table cover with your logo printed in one imprint color (choose below), available in 15 fabric colors. Sized to fit a 42" tall, 31½" diameter round table.



Option I: 30" Round Table Cover with Full-Color Imprint = \$480

A round table cover with your logo printed in full color on the front, available in 15 fabric colors. Sized to fit a 30" tall, 31½" diameter round table.



Option J: 42" Round Table Cover with Full-Color Imprint = \$352

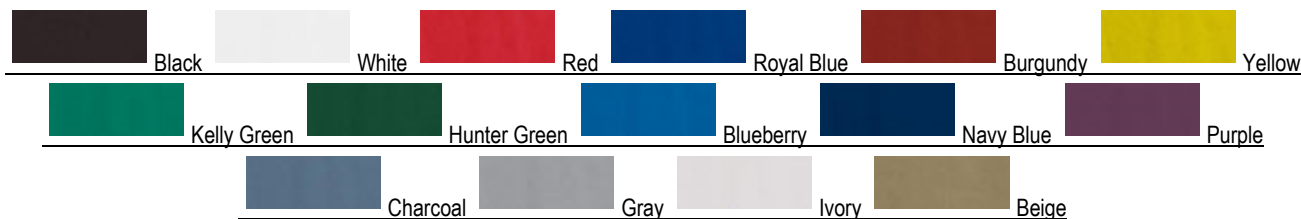
A round table cover with your logo printed in full color on the front, available in 15 fabric colors. Sized to fit a 42" tall, 31½" diameter round table.



The Graphic Area for all cocktail round throws 40"W x 17"H

*All the skirts mentioned above are made from an 8oz. premium poly twill that is flame retardant, machine washable and wrinkle resistant.

AVAILABLE FABRIC COLORS



Imprint Colors



PMS colors are for reference only, color matching is not guaranteed.



EVENT DATES:
SEPTEMBER 17-19, 2015

SIGNAGE—TRADE SHOW BANNERS

Standard sign orders are processed using (1) vinyl copy on white foam core. C-1 Trade Show Services reserves the right to alter layouts and designs if deemed necessary. All pricing includes delivery to your booth and does not include any required installation. Both installation and dismantle labor can be ordered through C-1 Trade Show Services. Please refer to the *Labor Order Form* for more information.

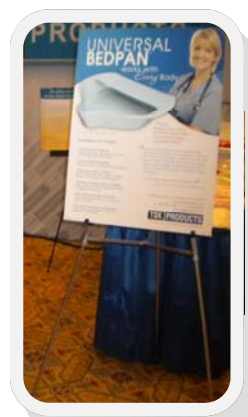
Examples of Standard Foam Core Signs:
See next page for pricing.



8.5" x 11" Foam Core Sign with Easel



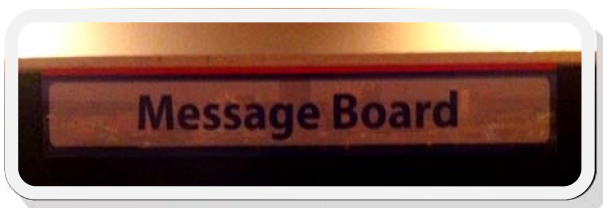
Foam Core Sign



22" x 28" Foam Core Sign on Easel

Examples of Hanging Banners:

Call for a price quote. It is recommend to get a 3" pole pocket at the bottom of the banner to straighten and weigh down the signage.



7" x 44" Laminated Hanging Banner



10" x 3" Hanging Banner

Example of Backdrop Banners:

The cost for these backdrop banners is \$1500.00, which includes labor and the metal.



8' x 10' Big Banner with Two Crossbars



8' x 10' Big Banner with One Crossbar



SIGNAGE

Please call Jennifer at (941) 371-4523
for any of your signage needs.

DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

| QTY. | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|----------------------------------|--|------------------|------------------|-------|
| Retractable Banner Stands | | | | |
| | Option A | \$400.00 | \$520.00 | |
| | Option B | \$510.00 | \$663.00 | |
| Table Top Throw Covers | | | | |
| | Option C | \$355.00 | \$461.50 | |
| | Option D | \$445.00 | \$578.50 | |
| | Option E | \$435.00 | \$565.50 | |
| | Option F | \$505.00 | \$656.50 | |
| Throw Covers for Cocktail Rounds | | | | |
| | Option G | \$270.00 | \$351.00 | |
| | Option H | \$302.00 | \$392.60 | |
| | Option I | \$480.00 | \$642.00 | |
| | Option J | \$352.00 | \$457.60 | |
| Foam Core Signs | | | | |
| | 7" x 11" Sign | \$30.00 | \$50.00 | |
| | 7" x 44" Sign | \$40.00 | \$60.00 | |
| | 14" x 22" Sign | \$60.00 | \$80.00 | |
| | 14" x 44" Sign | \$70.00 | \$90.00 | |
| | 22" x 28" Sign | \$90.00 | \$110.00 | |
| | 28" x 44" Sign | \$100.00 | \$120.00 | |
| | 40" x 60" Sign | \$180.00 | \$200.00 | |
| | Hanging Banners | \$12.50psf. | \$16.25psf. | |
| | Backdrop Banners (includes labor and metal) | \$1500.00 | \$1950.00 | |
| Add-Ons | | | | |
| | Easel Back | \$10.00 per sign | \$15.00 per sign | |
| | Grummets | \$5.00 per sign | \$10.00 per sign | |
| | 3' Pole Pocket | \$10.00 per side | \$15.00 per side | |

CANCELLATION POLICY:

- No refund for any special cut carpet, plush carpet, signage, custom furniture, MDU, or floral orders that have been cancelled after the discount deadline.
- Also, there will be absolutely NO CREDITS given after the close of the show. We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show. NO CREDITS will be given if you do NOT let us know that it is not in your booth.

PLEASE NOTE: The Payment Authorization Form must accompany this order.

SUB TOTAL OF ORDERS \$ _____ + 7.0% PROVIDENCE SALES TAX _____
= TOTAL OF ITEMS ORDERED \$ _____

EXHIBITING COMPANY NAME

BOOTH #

PRINT NAME

EMAIL

AUTHORIZED SIGNATURE

PHONE

DATE



DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

INSTALLATION & DISMANTLE LABOR

Option 1 – Supervision by C-1 Trade Show Services:

This option is offered to have your exhibits set prior to the exhibitor's arrival in order to save time and your show-site expenses. Such labor will be done on straight time when available. The supervision charge is 35% of the total labor bill (with a minimum of \$50.00 on installation and \$50.00 on dismantle). If choosing Option 1, please complete the form on the following page.

Option 2 – Supervision by Exhibitor Personnel:

This option is offered to have your one-site exhibit's personnel supervise labor provided by C-1 Trade Show Services. Labor must be requested prior to the start of the working day, which is 8:00 AM, unless otherwise noted. **The exhibitor must check into the C-1 Trade Show Services customer service area to pick up the labor ordered even if an time is designated below.** Additionally, upon completion of work, the exhibitor must check out the labor at the service desk. All work is to be supervised under the supervision of the exhibitor or his/her representative. If no date/time is indicated below, no labor will be assigned until the exhibitor checks in at the customer service area. If choosing Option 2, please indicate the name of the individual who will be supervising along with their contact number.

| | |
|----------------------------|--|
| Contact's Name: | |
| Contact's Phone Number(s): | |

| LABOR RATES: 1 hour per worker minimum charge, thereafter 1 hour increments | | ADVANCE RATE | ON-SITE PRICE |
|---|---|--------------|---------------|
| STRAIGHT TIME: | Weekdays 8:00 am to 4:30 pm | \$88.00 | \$110.00 |
| OVERTIME: | Saturdays and weekdays 4:31 pm to 7:59 am | \$132.00 | \$164.00 |

PLACE ORDER HERE: Please estimate the number of workers and hours per worker needed.

| | SCHEDULE DATE(S) | SCHEDULE START TIME | SCHEDULE END TIME | TOTAL # OF WORKERS | HOURS PER WORKER | LABOR RATE | TOTAL |
|--|------------------|---------------------|-------------------|--|------------------|------------|-------|
| Install | | | | | | | \$ |
| Dismantle | | | | | | | \$ |
| Please Indicate Supervision | | | | 1. TOTAL LABOR ORDERED | | | \$ |
| Option 1 _____ Supervised by C-1 *next page to be completed | | | | 2. 35% (\$50.00 MINIMUM/I&D) C-1 SUPERVISION | | | \$ |
| Option 2 _____ Supervised by Exhibitor | | | | 3. TOTAL ESTIMATED LABOR | | | \$ |

CANCELLATION POLICY:

- Labor cannot be cancelled on the day of the labor call. All labor call cancellations need to be submitted to C-1 Trade Show Services no less than 24 hours before the scheduled labor call.
- A charge of one man one hour minimum will be applied to your invoice if one or all of the following occurs: The exhibiting company's representative on-site doesn't check-in to the C-1 Service Desk, doesn't install or dismantle their booth display on their own, and/or hasn't provided the proper labor cancellation notice to C-1 Trade Show Services.
- There will be absolutely NO CREDITS given for labor orders after the close of the show.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

| | |
|-------------------------|------------|
| EXHIBITING COMPANY NAME | BOOTH # |
| PRINT NAME | EMAIL |
| AUTHORIZED SIGNATURE | PHONE DATE |



DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

LABOR INSTRUCTIONS

Please complete the following information if you have chosen Option 1 on the preceding page. Thus, your display is to be set-up and/or dismantled by C-1 Trade Show Services and you will not be present to supervise the installation and/or dismantle. Exhibitors using a carrier other than the official show carrier must make arrangements for their freight to be picked up on Friday, September 19th by 6:00 PM.

| INBOUND SHIPPING INFORMATION | | | |
|--|-------------------|--------------------------|---------------------|
| CARRIER _____ | | CARRIER PHONE # _____ | |
| FREIGHT WILL BE SHIPPED FROM: (CITY) _____ | | TOTAL # OF PIECES: _____ | |
| FREIGHT WILL BE SHIPPED TO: | Warehouse | Show Site | |
| EMERGENCY CONTACT NAME _____ | | CELL PHONE _____ | |
| SET-UP INFORMATION | | | |
| SET-UP PLANS/PHOTO: | Attached | Sent with Exhibit | In Crate # _____ |
| CARPET: | Sent with Exhibit | Shipped Separately | Ordered from C-1 |
| ELECTRICAL PLACEMENT: | Drawing Attached | Sent with Exhibit | Placed under Carpet |
| • COMMENTS: | | | |
| GRAPHICS: | Sent with Exhibit | Shipped Separately | |
| • COMMENTS: | | | |
| SPECIAL TOOLS OR HARDWARE REQUIRED: | | | |

| OUTBOUND SHIPPING INFORMATION | |
|---|---------------------------------|
| SHIP TO: | |
| BILL TO: | |
| METHOD OF SHIPPING | |
| <input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> VAN LINE <input type="checkbox"/> AIR FREIGHT <input type="checkbox"/> SHOW CARRIER (UPS FREIGHT) CARRIER NAME _____ | |
| <input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> DEFERRED/GROUND | |
| <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT | |
| EXHIBITING COMPANY NAME | BOOTH # |
| PRINT NAME | EMAIL |
| AUTHORIZED SIGNATURE | PHONE DATE |



DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

FORKLIFT

Rates are based upon a 5,000 lb. forklift with operator.

| FORKLIFT LABOR RATES PER CREW: FORKLIFT WITH OPERATOR | | DISCOUNT PRICE | ON-SITE PRICE |
|---|---|----------------|---------------|
| STRAIGHT TIME: | Weekdays 8:00 am to 4:30 pm | \$205.00 | \$255.00 |
| OVERTIME: | Saturdays and weekdays 4:31 pm to 7:59 am | \$315.00 | \$370.00 |

- 10,000 lb. forklift w/operator rentals are available upon request.
- Must be ordered for sign, header, or booth construction exceeding 8' in height.
- All signs must be marked appropriately and either shipped to the C-1 Trade Show Services' advanced warehouse or directly to the facility
- If assembly is required, set-up instructions must be sent and C-1 Trade Show Services will be responsible for pre-assembly of all signs.
- C-1 Trade Show Services is not responsible, liable for, and will not hang any signage constructed in a manner it deems unsafe. The exhibitor holds C-1 Trade Show Services harmless and waives all claims against C-1 Trade Show Services and the exposition facility concerning overhead signage.

Forklift rental is not to be utilized to unload or load exhibitor freight.

Refer to *Freight Handling Instructions and Terms* as well as the *Freight Handling Estimation Order Form* within this manual for pricing and instructions for these services.

| SCHEDULE DATE(S) | SCHEDULE START TIME | SCHEDULE END TIME | TOTAL # OF CREWS | HOURS PER CREW | LABOR RATE | TOTAL |
|---|---------------------|-------------------|--|----------------|------------|-------|
| | | | | | | \$ |
| | | | | | | \$ |
| | | | | | | \$ |
| Please Indicate Service: <input type="checkbox"/> Uncrating <input type="checkbox"/> Dismantling <input type="checkbox"/> Leveling <input type="checkbox"/> Positioning <input type="checkbox"/> Re-crating <input type="checkbox"/> Re-skidding | | | 1. TOTAL LABOR ORDERED | | | \$ |
| | | | 2. 35% (\$50.00 MINIMUM/I&D) C-1 SUPERVISION | | | \$ |
| | | | 3. TOTAL ESTIMATED FORKLIFT | | | \$ |

LABOR TERMS & CONDITIONS:

- Forklift times cannot be guaranteed. We will make every effort to meet your specified request when possible.
- Forklift labor cannot be cancelled on the day of the labor call. All labor call cancellations need to be submitted to C-1 Trade Show Services no less than 24 hours before the scheduled labor call.
- A charge of one man one hour minimum will be applied to your invoice if the exhibiting company's representative on-site doesn't check-in to the C-1 Service Desk and/or hasn't provided the proper forklift labor cancellation notice to C-1 Trade Show Services.
- There will be absolutely NO CREDITS given for forklift labor orders after the close of the show.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

| | |
|-------------------------|---------|
| EXHIBITING COMPANY NAME | BOOTH # |
| PRINT NAME | EMAIL |
| AUTHORIZED SIGNATURE | PHONE |
| | DATE |



DISCOUNT DEADLINE:
FRIDAY, AUGUST 28, 2015

RIGGING/BANNER HANGING

Rates are based upon a boom lift with operator & assistant.

- All hanging signs must conform to Show Management and the facility's rules and regulations.
- All signs must have approved rigging points with the exception of cloth banners.
- All signs requiring electrical must be in working order and in accordance with the National Electrical Code.
- Please ensure that you also submit the appropriate electrical order form found in the supplemental forms section of this exhibitor manual.
- A detailed diagram must accompany this form with set up instructions
- Cancellation policy – 24-hour notice required to avoid a one-hour fee per crew and equipment
- Materials will be priced as needed.
- There will be a one-hour minimum charge for the removal of all hanging signs.

If you have any additional questions or would like to hang a sign, please contact Jennifer at C-1 directly at (941) 371-4523.

| SIGN DESCRIPTION, SIZE AND WEIGHT | | | | | | LABOR AND EQUIPMENT RATES | | | |
|---|--|--|--|--|--|---|--|---|------------------|
| For signs other than banners, include blueprint containing detailed information so hanging anchor points can be determined. | | | | | | STRAIGHT TIME: | | Monday through Friday 8:00 am to 4:30 pm | |
| TYPE: Wood/Metal Cloth Plastic Truss Other _____ | | | | | | OVERTIME: | | Monday through Friday 4:31 pm to 7:59 am, all day Saturday, Sunday and holidays | |
| SHAPE: Rectangle Triangle Square Round Other _____ | | | | | | CREW SIZE: | | Minimum of two workers | |
| TRUSS: 12" Box 20" Box | | | | | | MATERIALS: | | Cable, clamp, etc. are additional and are charged accordingly | |
| SIZE: Height _____ Length _____ Width _____ | | | | | | | | | |
| WEIGHT: _____ | | | | | | EQUIPMENT WITH CREW: Rates are per lift crew/per hour, one hour minimum per lift crew | | | |
| FEET FROM TOP OF SIGN TO FLOOR: _____ | | | | | | | | | |
| DOES YOUR SIGN REQUIRE ELECTRICITY: YES NO | | | | | | | | STRAIGHT TIME | OVERTIME |
| DOES YOUR SIGN HAVE LIGHTS: YES NO | | | | | | SIGN HANGING ONLY | | Call for a Quote | Call for a Quote |
| DOES YOUR SIGN REQUIRE ASSEMBLY: YES NO <small>*if assembly required, set-up plans must be provided</small> | | | | | | TRUSS AND EQUIPMENT HANG | | Call for a Quote | Call for a Quote |
| | | | | | | ADDITIONAL ASSEMBLY LABOR | | Call for a Quote | Call for a Quote |

| SCHEDULE DATE(S) | SCHEDULE START TIME | TOTAL # OF HOURS | | LABOR RATE | TOTAL |
|------------------|---------------------|------------------|---|------------|-------|
| | | | x | | |
| | | | x | | |

| | | |
|--|---|--|
| Please Indicate Supervision: Option 1 _____ Supervised by C-1 *banner must be sent to advanced warehouse Option 2 _____ Supervised by Exhibitor | 1. TOTAL LABOR ORDERED | |
| | 2. 30% C-1 SUPERVISION FEE | |
| | 3. TOTAL ESTIMATED RIGGING BANNER LABOR | |

CANCELLATION POLICY:

- Rigging labor cannot be cancelled on the day of the labor call. All labor call cancellations need to be submitted to C-1 Trade Show Services no less than 24 hours before the scheduled labor call. There will be absolutely NO CREDITS given for labor orders after the close of the show.
- A charge of two men one hour minimum will be applied to your invoice if the exhibiting company's representative on-site doesn't check-in to the C-1 Service Desk and/or hasn't provided the proper labor cancellation notice to C-1 Trade Show Services.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

| | |
|-------------------------|------------|
| EXHIBITING COMPANY NAME | BOOTH # |
| PRINT NAME | EMAIL |
| AUTHORIZED SIGNATURE | PHONE DATE |



EVENT DATES:
SEPTEMBER 17-19, 2015

FREIGHT HANDLING INSTRUCTION & TERMS

What Is Freight Handling?

Freight handling includes receiving/unloading your exhibit materials from your carrier's vehicle, storing your shipment for up to 30 days at the advance warehouse, delivering to your booth, storing of empty containers, returning them at the close of the show, bringing your shipping items to the dock area, and loading them into your outbound carrier's truck. Please note that this fee does not include the cost of shipping. That charge will be billed to you directly via your chosen carrier. The rates within the Freight Handling Estimation Order Form do not include any un-crating, un-skidding, erection, dismantling, crating, or skidding in booth. Please see the *Installation and Dismantle Labor Order Form* for more information. Additionally, equipment may also be rented from C-1 Trade Show Services. Please see the applicable order forms within this exhibitor manual.

Crated/Uncrated Shipments

- **Crated Shipments**—are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. Crated containers include crates and properly packed skids. Uncrated shipments are shipped loose or pad-wrapped, and/or unskidded.

Special Handling Shipments

- **Mixed Shipments**—Mixed shipments include a mix of both crated and uncrated materials.
- **Ground Loading/Unloading**—Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flat bed trailers, double drop trailers, etc.
- **Stacked Shipments**—Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)
- **Piece Loading/Unloading**—Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation**—Shipments that arrive from a small package carrier, such as FedEx and UPS (delivered without a Bill of Lading), which requires additional time and labor to process.
- **Excess of Small Shipments**—More than 11 small pieces in a shipment via small package carriers, such as FedEx and UPS, and that must be palletized prior to delivery.

Importation Freight Terms & Conditions

- **Payment**—All shipments, regardless of the method of transportation, must be prepaid. All invoices must be settled at our service desk prior to the closing of the show. No credits will be issued after the closing of the show. Collect shipment will not be accepted.
- **Insurance**—All shipments should be insured by the exhibitor from the time they leave until the time it is returned from the show.
- **Required Paperwork**—All shipments must have a Bill of Lading or delivery slip showing: number of pieces, weight, and type of merchandise. Please fax a copy of this to C-1 Trade Show Services at (412) 774-0309. Drivers will be required to submit paperwork to our on-site representative. Shipments received without receipts or freight bills, such as FedEx and UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed on such shipments and C-1 Trade Show Services reserves the right to estimate the weight and charges on the shipment and will not be subject to adjustment. Please send a copy to the person in charge of installing your display for assistance in tracing shipments.
- **Shipments left in booth**—C-1 Trade Show Services is not responsible for shipments left in your booth by Exhibitor. We will count and ship pieces as we find the shipment when we remove it from the exhibit hall.
- **Outgoing Shipments**—To assist in setting up your outbound shipments, we will have a customer service desk located in the exhibit hall where labels, bills of lading, and shipping information is available. All drivers for outbound shipments must be checked into our service desk by 6:00 PM on Friday, September 5. In the event that the outbound carrier is not checked in by 6:00 PM, C-1 Trade Show Services reserves the right to release the outbound shipment to the Official Show Carrier, UPS Freight. Exhibitors will assume any charges as a result of such rerouting or handling.
- **Van Shipments**—Drivers are required to submit a certified weight receipt when recording their shipment at the C-1 Trade Show Services Customer Service Desk. We have the right to refuse unloading of such shipments until a certified weight receipt is submitted.
- **Special Handling**—ALL shipments but not limited to UPS, FedEx, Airborne, DHL, ALL Air Carriers, and ALL Van Lines, double stacking, unstacking, side-door unloading, and loading, ground unloading and loading, designated piece handling, or designated carrier.
- **Advanced Warehouse Shipments**—Shipments delivered to the advanced warehouse must be received on or before Friday, September 11 to avoid a 25% surcharge. No advance warehouse shipments will be received after Monday, September 14.
- **Show Site Shipments**—Shipments delivered directly to show site will only be accepted on Thursday, September 17 between the hours of 10:00 AM-4:00 PM, unless other arrangements have been made with Mike at (724) 260-5576. Additional charges incurred from the facility or Off Target fees for not following these instructions are the responsibility of the exhibitor.



EVENT DATES:
SEPTEMBER 17-19, 2015

FREIGHT HANDLING—MONEY SAVING TIPS

Small Package Shipping Without Documentation

- Express shipments such as FedEx, UPS, and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved for processing.
- Consolidate small packages to save money. Packages received separately will be billed per receiving delivery.

If you send 4 Separate Shipments to the Advance Warehouse:

1st Shipment @ 41 lbs. = \$230.00 (200 lb. minimum)
2nd Shipment @ 44 lbs. = \$230.00 (200 lb. minimum)
3rd Shipment @ 52 lbs. = \$230.00 (200 lb. minimum)
4th Shipment @ 60 lbs. = \$230.00 (200 lb. minimum)

A total of 197 lbs. and your charge will be \$920.00

If you send 1 Consolidated Shipment:

1 shipment (4 pieces) @ 197 lbs. (200 lb. minimum)

A total of 197 lbs. and your charge will be \$230.00

TOTAL SAVINGS = \$690.00

Benefits of Preferred On-Site Carriers

- UPS Freight is our preferred carrier on-site at the close of the show. They provide all the necessary paperwork and schedule the post-show pickup to ensure a smooth move out.
- Benefits:
 - Exhibitors will not have to worry about carrier "wait" times and the charges those incur.
 - Exhibitors will not have to wait for their carrier to check-in to the service desk.
 - Representatives will be on-site to answer all questions regarding shipment, delivery, and charges.
 - Overtime charges can be avoided.

Ship Early

- Shipments arriving late to the warehouse or show site can cost time and money. Ship as early as possible. Our advance warehouse is accepting shipments at least 30 days prior to move in.

Save on Freight Handling Fees

- Another money saving tip is to be aware that our Freight Handling fee is a roundtrip charge for handling your materials at the warehouse (if applicable) and show site during the move-in and move-out. Therefore, rather than sending your booth equipment to your hotel and incurring possible additional charges for storage and handling, it would be more cost efficient to ship either to the advance warehouse (during the receiving dates) or direct to show site (during the exhibitor move-in) using our shipping labels since you will be already paying for this inbound handling service anyway if you are shipping out post-show.

Special Services – Return to Warehouse:

All shipments post-show will be picked up at the show site unless exhibiting company has made arrangements with C-1 Trade Show Services prior to the start of the move-in for the exhibitor's chosen carrier to pick up their materials at the advance warehouse at a later date.

MINIMUM CHARGE - \$200.00

\$40.00/DAY
&
\$40.00/CWT



EVENT DATES:
SEPTEMBER 17-19, 2015

LIMITS OF LIABILITY—FREIGHT HANDLING SERVICE

1. C-1 Trade Show Services and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by C-1 Trade Show Services or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up. Therefore, it is agreed that C-1 Trade Show Services and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are C-1 Trade Show Services and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to C-1 Trade Show Services or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
3. C-1 Trade Show Services and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to C-1 Trade Show Services in time to obtain the proper equipment.
4. C-1 Trade Show Services and its subcontractors shall not be responsible for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.
5. C-1 Trade Show Services and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond their control.
6. It is understood that C-1 Trade Show Services and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by C-1 Trade Show Services hereunder are based on the scope of the liability as herein set for and are unrelated to the value of the Exhibitors property. It is further understood and agreed that C-1 Trade Show Services and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if C-1 Trade Show Services or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$5.00 per pound per article that C-1 acknowledges receipt in writing. C-1 shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales result from, or related to, a claim for loss of or damage of material. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by C-1 Trade Show Services, and its subcontractors or their employees.
7. C-1 Trade Show Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits/revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.
8. Claims for loss or damage must be submitted to C-1 Trade Show Services by the close of the show. No suit or action shall be brought against C-1 Trade Show Services or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage, and reloading of its materials, that C-1 Trade Show Services and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of C-1 Trade Show Services or its subcontractors shall sign a delivery receipt, bill of lading, or other document, we agree that C-1 Trade Show Services or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY and C-1 Trade Show Services and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
11. In order to expedite removal of materials from the show site, C-1 Trade Show Services shall have the authority to change designated carriers if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. C-1 Trade Show Services assumes no liability as a result of such re-routing or handling.
12. The Exhibitor agrees, in the event of a dispute with C-1 Trade Show Services or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to C-1 Trade Show Services for material handling services or any other services provided by C-1 Trade Show Services or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay C-1 Trade Show Services prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against C-1 Trade Show Services or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

NOTE: The consignment or delivery of a shipment to C-1 Trade Show Services or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 12 above.

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309



EVENT DATES:
SEPTEMBER 17-19, 2015

FREIGHT HANDLING FAQs

WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND FREIGHT HANDLING?

- Shipping is making arrangements with a carrier or courier to transport your exhibit materials to the advanced warehouse or to show site and/or outbound from the show to your specified destination.
- Freight handling is the service provided by C-1 to handle your shipment once it arrives to the advanced warehouse or at show site until it leaves show site. This includes unloading of freight, storing at warehouse, delivery to show (if sent advance) and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier.

CAN I CARRY MY OWN MATERIALS IN?

- Exhibitors are permitted to bring in material that can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.
- When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to the dock area.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?

- Only prepaid shipments will be accepted. This ensures that transportation charges will be paid by the exhibitor or third party.
- Collect shipments will be returned to the delivering carrier.

HOW DO I ESTIMATE MY COST?

- Freight handling rates apply to each CWT (100 lb. increments) or fraction thereof, and are based on the actual inbound weight. To calculate total pounds of shipment, round up each total shipment weight to the nearest 100 lbs. (ex: 325 lbs. would be rounded to 400 lbs.). Any weight of 26-200 lbs. should be calculated at 200 lb. minimum.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a document that establishes the terms between a shipper and a transportation company. This carrier issued receipt indicates the condition the transported material is received and includes piece count, weight, and type of merchandise.
- A certified weight ticket is required to avoid surcharges. A weight ticket that is hand-written is not accepted as certified.

HOW DO I LABEL MY PACKAGES?

- To ensure safe arrival of your material, each item should be properly labeled with the exhibiting company's name, the booth number, and the name of the event.
- Labels for Advance to Warehouse or Direct to Show Site are enclosed on the pages following the freight handling order form.

DO I NEED INSURANCE FOR MY SHIPMENT?

- It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing policies. C-1 Trade Show Service is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- You can pick up empty labels at the C-1 Service Area to label each of your pieces for empty storage. These labeled pieces will be picked up and stored by the end of move-in hours.
- At the close of the event, empty containers will be returned to booth once aisle carpet has been removed/visqueen has been placed in aisles (if applicable). Depending on the size of the show, this could take up to several hours.

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?

- Shipping information, labels, Bills of Lading and personal assistance are available at the C-1 Service Desk. Each shipment must be properly labeled and have a completed Bill of Lading to ship materials from the show.
- Call your designated carrier with pick-up information and turn the completed Bill of Lading into the C-1 Service Desk to ensure pick up once your exhibit is packed up. Remember to leave ample time for empties to be returned.

WHAT HAPPENS IF MY CARRIER DOES NOT SHOW UP BY THE DESIGNATED TIME?

- Should your carrier fail to pick up or refuse to accept shipment, C-1 reserves the right to reroute to the show carrier or deliver back to the warehouse at the Exhibitor's expense.
- Shipments can be returned to warehouse for holding or re-forwarding until your carrier arrives to pick it up. It will be charged \$40.00 per day and \$40.00 per 100 lbs., with a \$200.00 minimum.



WAREHOUSE DEADLINE:
FRIDAY, SEPTEMBER 11, 2015

FREIGHT HANDLING ESTIMATION FORM

FREIGHT HANDLING ESTIMATION ORDER FORM

| | | |
|--|------------------|--------------------------|
| INBOUND SHIPPING INFORMATION | | CARRIER _____ |
| FREIGHT WILL BE SHIPPED FROM: (CITY) _____ | | TOTAL # OF PIECES: _____ |
| FREIGHT WILL BE SHIPPED TO: | Warehouse | Show Site |
| ESTIMATED DATE OF ARRIVAL: | _____/_____/2015 | |

☐ **ADVANCE TO WAREHOUSE** PRICE PER CWT 200 LB. MINIMUM

CRATED OR SKIDDED.....\$115.00.....\$230.00

SPECIAL HANDLING.....\$143.75.....\$287.50

Shipments must arrive within warehouse receiving dates to avoid 25% surcharge. If your items will arrive after, please notify us of the tracking numbers and piece count to ensure they will be delivered in time to be loaded. Roundtrip rates include: unloading of freight, storing at warehouse, delivery to show site and your booth, storage of empties, return of empties, handling to dock area, reloading onto carrier at end of show, and overtime move out. The base rate for the advance to warehouse freight handling is \$92.00/CWT and the rates listed above already include the 25% surcharge for the overtime move out.

☐ **DIRECT TO SHOW SITE** PRICE PER CWT 200 LB. MINIMUM

CRATED OR SKIDDED.....\$110.00.....\$220.00

SPECIAL HANDLING.....\$137.50.....\$275.00

Shipments must arrive within Exhibitor Move-In times to avoid additional charges (but are not limited to) as facility storage fees or overtime costs (4 hour minimum off-target labor call). Please do not send shipments to arrive at the facility prior to the move-in, unless arrangements are made with Mike (724) 260-5576 in advance. Roundtrip rates include: unloading of freight, delivery to your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show, and overtime move-out. The base rate for the advance to warehouse freight handling is \$88.00/CWT and the rates listed above already include the 25% surcharge for the overtime move out.

☐ **SMALL PACKAGE RATE** MAXIMUM WEIGHT OF ONE PACKAGE IS UNDER 25 LBS.

PER PACKAGE.....\$55.00

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

- ☐ EARLY/LATE TO WAREHOUSE: 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- ☐ OFF TARGET (OUTSIDE MOVE-IN TIMES): 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- ☐ OVERTIME (SEE HOURS ON PAGE 5): 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT

| DESCRIPTION | WEIGHT CWT (ROUNDED UP TO NEAREST 100) | PRICE PER CWT | ESTIMATED TOTAL 200 LB. MINIMUM |
|---|---|---------------|------------------------------------|
| Example: 2 Crates | 500 lbs. ÷ 100 = 5 | \$115.00 | \$575.00 |
| | ÷ 100 = | \$ | \$ |
| | ÷ 100 = | \$ | \$ |
| THESE RATES ARE BASED ON PER SHIPMENT RECEIVED | | SUBTOTAL | |
| ADDITIONAL SURCHARGES | \$ _____ * _____ % OF SUBTOTAL = | | |
| C-1 REQUIRES THAT THE PAYMENT AUTHORIZATION FORM IS SUBMITTED BEFORE FREIGHT CAN BE DELIVERED TO BOOTH | | TOTAL DUE = | |

| | |
|-------------------------|------------|
| EXHIBITING COMPANY NAME | BOOTH # |
| PRINT NAME | EMAIL |
| AUTHORIZED SIGNATURE | PHONE DATE |



EVENT DATES:
SEPTEMBER 17-19, 2015

OUTBOUND SHIPPING/BOL

SHIPPING INFORMATION AND LABELS

If you are using our C-1 freight handling service and/or dismantle labor, please complete and fax this form to the number at the bottom of the document. This does not substitute the Bill of Lading but will give the exhibitor all the information they will need to complete their own Bill(s) of Lading onsite.

OUTBOUND SHIPPING INFORMATION

SHIP TO:

BILL TO:

METHOD OF SHIPPING

☐ COMMON CARRIER ☐ VAN LINE ☐ AIR FREIGHT ☐ SHOW CARRIER/UPS FREIGHT

CARRIER NAME _____ CARRIER PHONE # _____

☐ NEXT DAY ☐ 2ND DAY ☐ DEFERRED

☐ PREPAID ☐ COLLECT

ESTIMATED # OF OUTBOUND PIECES

**please list types of pieces* _____

ESTIMATED TOTAL WEIGHT _____ LABELS TO BE MADE _____

C-1 will make arrangements for all shipments via our show carrier. Arrangements must be made for all other carriers. Shipments without paperwork (above must be signed on site) will be re-routed onto our show carrier via your expense. Verify piece count, weight and address PRIOR to pick up.

EXHIBITING COMPANY NAME

BOOTH #

PRINT NAME

EMAIL

AUTHORIZED SIGNATURE

PHONE

DATE

EXHIBITOR FREIGHT



ADVANCE WAREHOUSE
2015 APHON'S 39TH
ANNUAL CONFERENCE

C-1 Trade Show Services
c/o UPS Freight
617 George Washington Hwy
Lincoln, RI 02865

Exhibitor _____

Booth # _____

Pieces _____ of _____

**Must Arrive Between Monday, Aug. 10—
Friday, September 11, 2015 to avoid surcharge.**

EXHIBITOR FREIGHT



ADVANCE WAREHOUSE
2015 APHON'S 39TH
ANNUAL CONFERENCE

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EXHIBITOR FREIGHT



DIRECT TO SHOW SITE
2015 APHON'S 39TH
ANNUAL CONFERENCE

C-1 Trade Show Services
Rhode Island Convention Center
Exhibit Halls C/D
One Sabin St.
Providence, RI 02903

Exhibitor _____

Booth # _____

Pieces _____ of _____

Must arrive on Thursday, September 17 b/w 10:00 AM—4:00
PM to avoid surcharge or possible shipment refusal.

EXHIBITOR FREIGHT



DIRECT TO SHOW SITE
2015 APHON'S 39TH
ANNUAL CONFERENCE

C-1 Trade Show Services
Rhode Island Convention Center
Exhibit Halls C/D
One Sabin St.
Providence, RI 02903

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Booth # _____

Pieces _____ of _____

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DIRECT TO SHOW SITE
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Rhode Island Convention Center
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One Sabin St.
Providence, RI 02903

Exhibitor _____

Booth # _____

Pieces _____ of _____

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PM to avoid surcharge or possible shipment refusal.



Simplify Your Shipping Solutions

with UPS Trade Show Services



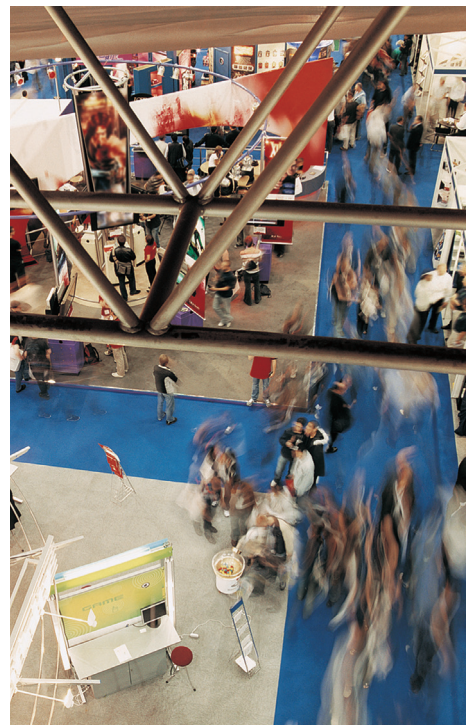
UPS Trade Show Services

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.
- On-time performance backed guarantee, ensures that your shipment will arrive at the trade show event or it's free*.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services include ground or air service, as well as guaranteed and time-definite expedited services.
- Coordinated package and freight pickups at the show help get you to the airport on time.



Full range of services

Expedited

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother tradeshow shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number, show name, contractor name, and phone number on bill of lading and on freight and package labels.

Range of services from the carrier you know and trust

Freight services:

- North American Ground and Air
- International Air, Ocean and Brokerage

Package services:

- Ground
- Air
- International

Online resources:

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

For more information please contact:

Tradeshow Services at 800.988.9889 or via e-mail at upsfreighttradeshow@ups.com

* Based on standard LTL service. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Customized rate shipments are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See UPS Freight's rules tariff for more information.





ASSOCIATION of PEDIATRIC
HEMATOLOGY/ONCOLOGY NURSES

39TH ANNUAL CONFERENCE & EXHIBIT

RHODE ISLAND CONVENTION CENTER

PROVIDENCE, RI

AUDIO VISUAL SERVICE

(Early rate for orders prior to 9/13/15 - Late rate for orders after 9/13/15.)

CUSTOMER CONTRACT

| | | | | |
|--|------------------|--|---|------------|
| Company Name | | Booth | Event Name: 39TH ANNUAL CONFERENCE & EXHIBIT - 9/17-19, 2015 | |
| Billing Name | | Exhibit Dates: 2 EXHIBIT DAYS 9/17/15 - 9/18/15 | | |
| Billing Address | | | | |
| City, State, Zip | | | Email | |
| Contact | Telephone Number | | Fax Number | |
| Credit Card : <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Disc <input type="checkbox"/> AMX or <input type="checkbox"/> Check | | | Exp. Date (MM/YY) CCV | |
| CC#: | | | | |
| Print Card Holder Name | | Card Holders Signature | | Order Date |

RENTAL AGREEMENT: It is understood and agreed the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than normal wear.

VIDEO & COMPUTER EQUIPMENT

| QTY. | | EARLY RATE | LATE RATE | SUB TOTAL |
|------|---|------------|-----------|-----------|
| | DVD Player | \$50.00 | \$ 60.00 | |
| | DVD Player Package - DVD Player, 32" Flat Screen, Cart, Skirt | \$170.00 | \$ 205.00 | |
| | 20" LCD Flat Screen Computer Monitor | \$50.00 | \$ 60.00 | |
| | 32" LCD Flat Screen Monitor | \$100.00 | \$ 130.00 | |
| | 40" LCD Flat Screen Monitor | \$200.00 | \$ 240.00 | |
| | 50" LED Flat Screen Monitor | \$300.00 | \$ 360.00 | |
| | 64" LCD Flat Screen Monitor | \$400.00 | \$ 480.00 | |
| | Flat Screen Floor Stand (40", 50" & 64") | \$50.00 | \$ 60.00 | |
| | 50" LCD Flat Screen Monitor Speakers | \$50.00 | \$ 60.00 | |
| | 42" Video Cart & Skirt | \$20.00 | \$ 25.00 | |
| | 48" Video Cart & Skirt | | | |
| | Laptop Computer - Windows Based (Other computer equipment available - please call.) | \$125.00 | \$ 155.00 | |

PROJECTION EQUIPMENT

| | | | |
|---|----------|----------|--|
| 3000 Lumen LCD Projector (Higher lumens available, please phone.) | \$200.00 | \$275.00 | |
| Screens 6' 7' 8' | \$20.00 | \$30.00 | |
| Safelock Projection Stand | \$15.00 | \$20.00 | |

AUDIO EQUIPMENT

| | | | |
|--|----------|-----------|--------------------|
| Self-Contained Sound System: Amp, 2 Speakers, and Stands | \$100.00 | \$ 120.00 | |
| w/ Hardwire Microphone | Handheld | Lavaliere | \$120.00 \$ 130.00 |
| w/ Wireless Microphone | Handheld | Lavaliere | \$200.00 \$ 240.00 |

Personal computers and other computer equipment available. Please call with your requirements.

EQUIPMENT SUMMARY

| | | | |
|-------------------|-------|----------------------------------|---------|
| Delivery Day/Date | _____ | Single Day Sub Total | _____ |
| Delivery Time | _____ | Multiply X Number of Days Needed | _____ = |
| Pick Up Day/Date | _____ | 7% RI Sales Tax | _____ |
| Pick Up Time | _____ | (Providence Cty., RI) | _____ |
| OnSite Contact | _____ | SUB-TOTAL | _____ |
| Contacts Cell | _____ | Set Up/Strike Labor Fee | 50.00 |
| | | TOTAL | _____ |



CONTACT INFORMATION:

MAG Productions, Inc.
242 W. Pike Street
Covington, KY 41011
Main Office: (859) 655-3080
Fax: (859) 491-3395
Toll Free: (800) 347-2902
Email: info@mac-av.com
Website: www.mac-av.com

DEADLINE FOR RETURN OF THIS FORM IS 14 DAYS PRIOR TO EVENT DATE.

PAYMENT POLICY: Payment in full, including tax, must accompany order & be received in our office 14 days prior to event start date for early rates otherwise late rate prices will be in effect. Please complete payment authorization information above and return to MAC Productions, Inc.

CANCELLATION POLICY: Cancellations after deadline will be charged 75% of the one day rate.

ON-SITE REQUESTS: Call 1-800-347-2902 (in U.S.) for pricing. *Set-up, strike labor fee is based on 30 min. set & 30 min. strike. Additional labor billed post-conference.

Live Events, Live Video, Live Production
do LIVE better

Any specialized equipment not listed hereon is available upon request.



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6103 Fax (401) 458-6298
 Email: businesscenter@smgricc.com

Office Use Only:

EL:

ELECTRICAL SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. ELECTRICAL SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

Please call for a quote on rates for higher wattage and voltage.

STANDARD ELECTRICAL SERVICE

| 120volts – per single receptacle | *Pre Paid Rate* | Standard Rate | Quantity | Subtotal | RI 7% tax | Total |
|----------------------------------|-----------------|---------------|----------|----------|-----------|-------|
| 5amp (480 watts) Max | \$79.00 | \$93.00 | | | | \$ |
| 10amp (960 watts) Max | \$89.00 | \$104.00 | | | | \$ |
| 15amp (1440 watts) Max | \$99.00 | \$118.00 | | | | \$ |
| 20amp (1920 watts) Max | \$104.00 | \$124.00 | | | | \$ |

SPECIAL ELECTRICAL SERVICE: The below services require a minimum charge of 1 hour labor per connection. See Labor Rates in “Electrical Labor” section below.

| *208 Volts Per Connection | * Pre Paid* Single Phase | *Pre Paid* 3 Phase | Standard Single Phase | Standard 3 Phase | Quantity | Subtotal | RI 7% Tax | Total |
|---------------------------|--------------------------|--------------------|-----------------------|------------------|----------|----------|-----------|-------|
| 10 amp | \$108.00 | \$156.00 | \$129.00 | \$187.00 | | | | \$ |
| 20 amp | \$126.50 | \$227.00 | \$151.00 | \$262.00 | | | | \$ |
| 30 amp | \$191.00 | \$290.00 | \$240.00 | \$349.00 | | | | \$ |
| 40 amp | \$242.00 | \$358.00 | \$290.00 | \$429.00 | | | | \$ |
| 50 amp | \$300.00 | N/A | \$360.00 | N/A | | | | \$ |
| 60 amp | \$357.00 | \$377.00 | \$429.00 | \$453.00 | | | | \$ |

☐ Please check here if 24 hour power is required. Add 50% of rate to subtotal for a Service Fee.

SUBTOTAL: \$

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER

| | *Pre Paid Rate* | Standard Rate | Quantity | Subtotal | RI 7% Tax | Total |
|----------------|-----------------|---------------|----------|----------|-----------|-------|
| Extension Cord | \$18.00 | \$22.00 | | | | |
| Power Strip | \$ 25.00 | \$31.00 | | | | |
| Quad Box | \$29.00 | \$34.00 | | | | |
| Triple Tap | \$13.00 | \$16.00 | | | | |

*Booth and Flood Lighting Available. For Other Electrical Needs, Please Contact the Exhibitor Services Center at (401) 458-6103.

SUBTOTAL: \$

ELECTRICAL LABOR – CHARGES INCLUDED WITH STANDARD ELECTRICAL SERVICE ONLY

- Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

| | Standard Rate | Quantity | Subtotal | No Tax | Total |
|--------------|----------------|----------|----------|--------|-------|
| Labor | \$73.50 / hour | | | \$ | |
| TOTAL | | | | \$ | |

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Total for All Services \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

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**Standard
Booth**

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What size is your booth: 10 x 10, 20 x 20, or other _____?

DO NOT send this form to the decorator company. Please read policies on second page of form.



Rhode Island Convention Center
One Sabin Street, Providence, Rhode Island 02903-1814
Telephone (401) 458-6103 Fax (401) 458-6298
Email: businesscenter@smgricc.com

Office Use Only

TS:

TELEPHONE SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
Company Name _____ Phone # _____ Fax # _____
Address _____ City _____ State _____ Zip _____
Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. TELEPHONE SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

TELEPHONE SERVICE (800 NUMBERS AND LOCAL CALLS ONLY)

| | *Pre Paid Rate | Standard Rate | Quantity | Subtotal | RI 7% tax | Total |
|---|----------------|---------------|----------|-----------|-----------|-------|
| Single Service Line | \$173.25 | \$208.00 | | | | \$ |
| Single Service Line w/ Speakerphone | \$195.00 | \$227.00 | | | | \$ |
| If Handset Needed, please check here <input type="checkbox"/> | | | | Subtotal: | | \$ |
| | | | | Tax (7%) | | \$ |
| | | | | | | \$ |

ADDITIONAL SERVICES – PLEASE CONTACT RICC FOR ALL OTHER PHONE SERVICES

| | *Pre Paid Rate | Standard Rate | Quantity | Subtotal | RI 7% tax | Total |
|--|----------------|---------------|----------|-----------|-----------|-------|
| Voice Mail Service | -- | \$33.00 | | | | \$ |
| ❖ Long Distance Authorization Signature: _____ | | | | Subtotal: | | \$ |
| | | | | Tax (7%) | | \$ |
| | | | | TOTAL | | \$ |

TELEPHONE SERVICE LABOR

- Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

| | Standard Rate | Quantity | Subtotal | | Total |
|-------|----------------|----------|----------|--------|-------|
| Labor | \$73.50 / hour | | | No Tax | \$ |
| TOTAL | | | | | \$ |

*Please contact a local Verizon provider, as well as the RICC Electrical Department 60 days in advance for all Direct Dial Out, ISDN and DSL services. For price quote, please call Exhibitor Services.

Total for All Services \$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Please Attach floor plan for specific installation. Thank You.

Instructions:

REAR

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Standard
Booth

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CL:

BOOTH CLEANING SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
Company Name _____ Phone # _____ Fax # _____
Address _____ City _____ State _____ Zip _____
Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided.
BOOTH CLEANING SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.
Pre-show cleaning will be provided overnight, after the first move in day and before event opening.

BOOTH VACUUMING SERVICES

| COST PER DAY | *Pre Paid Rate | Standard Rate | Number of Days | Square Feet (100 sq ft minimum) | Total |
|-----------------|----------------|---------------|----------------|---------------------------------|-------|
| Pre-Show | .22/sq.ft. | .25/sq.ft | ----- | | \$ |
| Additional Days | .18/sq.ft | .21/sq.ft | | | \$ |

Subtotal:

\$

PORTER SERVICES / HOURLY TRASH REMOVAL

| COST PER DAY | *Pre Paid Rate | Standard Rate | Number of Days | Square Feet (100 sq ft minimum) | Total |
|---------------------|----------------|---------------|----------------|---------------------------------|-------|
| Every Show Day | \$72.00 | \$77.00 | | ----- | |
| Only Days Specified | \$72.00 | \$77.00 | | ----- | |

Subtotal:

\$

COMMENTS OR ADDITIONAL REQUIREMENTS

| |
|--|
| |
| |
| |

Total for All Services
\$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

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Rhode Island Convention Center
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Telephone (401) 458-6103 Fax (401) 458-6298
Email: businesscenter@smgricc.com

Office Use Only

PA:

HVAC SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
Company Name _____ Phone # _____ Fax # _____
Address _____ City _____ State _____ Zip _____
Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. HVAC SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

For connections over 10 feet, an additional charge may apply based on booth placement corresponding with a house connection.

WATER AND DRAIN SUPPLY (NON - POTABLE)

| Water (cold) up to 500 gallons | *Pre Paid Rate | Standard Rate | Quantity | Subtotal | RI 7% tax | Total |
|---|----------------|---------------|----------|----------|-----------|-------|
| 1" Connection | \$252.00 | \$295.00 | | | | \$ |
| Each Additional Connection | \$126.00 | \$152.00 | | | | \$ |
| Each Additional 100 Gallons | \$11.00 | \$11.00 | | | | \$ |
| Drain Connection | | | | | | |
| 1" Connection | \$283.50 | \$340.00 | | | | \$ |
| Each Additional Connection | \$112.00 | \$128.00 | | | | \$ |
| One Time Fill & Drain - Up to 500 gallons maximum | | | | | | |
| One Time Fill and Drain | \$264.00 | \$316.00 | | | | |
| Per Additional Units | \$99.00 | \$119.00 | | | | \$ |
| Each Additional 100 Gallons | \$11.00 | \$11.00 | | | | \$ |
| Sink Rental | | | | | | |
| Sink w/ 4gal hot water | \$508.20 | \$610.00 | | | | \$ |
| Sink w/ cold water | \$429.00 | \$514.00 | | | | \$ |
| Compressed Air (100lbs of house pressure - must bring own regulator) | | | | | | |
| 1" connection | \$247.50 | \$310.20 | | | | \$ |
| Each Additional | \$110.00 | \$137.50 | | | | \$ |
| Subtotal: | | | | | | \$ |
| Tax (7%) | | | | | | \$ |
| TOTAL | | | | | | \$ |

HVAC LABOR - CHARGES APPLY WITH STANDARD RATES ONLY

- Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

| | Standard Rate | Quantity | Subtotal | No Tax | Total |
|--------------|----------------|----------|----------|--------|-------|
| Labor | \$63.80 / hour | | | | \$ |
| TOTAL | | | | | \$ |

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Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Total for All Services \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

REAR R
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Standard Booth

*** DO NOT return this form to your decorating company. Please read policies on the second page of the form.***



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IT:

INTERNET SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day.
 Standard rates apply to orders received after this time. No Exceptions.

INTERNET SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

BOTH Wireless and Ethernet Connections are supported.

HIGH SPEED ETHERNET INTERNET SERVICE

| Dedicated Internet Connection | *Pre Paid Rate | Standard Rate | Quantity | Days | Subtotal | Total |
|--|-------------------|-------------------|----------|--------------|----------|-------|
| First Day | \$500.00 | \$550.00 | ----- | 1 | | \$ |
| Additional Days | \$250.00 | \$275.00 | ----- | | | \$ |
| Additional Devices Above One | \$100.00 / device | \$110.00 / device | | | | |
| Usage: 1M/1Mbps Streaming Media, Downloading media (FTP servers), Video Conferencing VOIP Applications, and any Apps requiring stability. CAT-5E is available. | | | | TOTAL | | \$ |

BASIC WIRELESS INTERNET SERVICE

| Internet Connection | *Flat Rate | Quantity | Days | Subtotal | Total | |
|---|-------------------|----------|------|----------|----------|----|
| All Show Days | \$100.00 | ----- | All | \$100.00 | \$100.00 | |
| Additional Devices Above One | \$100.00 / device | | | | | |
| Usage: 1M/1Mbps C.C. transactions (square), Email, General Browsing, IOS Apps, E-Commerce | | | | TOTAL | | \$ |

Client Must Provide:

PC/Devices with Network Interface Card with an RJ45 jack or WLAN Network Card. The computer must have TCP/IP installed and set for DHCP. Also, all proxy settings must be turned off.
 Client must also have a working web browser (IE5 or above, Firefox, Opera, Chrome etc.) in order to register the access code.
 In regards to wireless, we will be able to provide standard 802.11b/g wireless connectivity.

****Please note: Electrical Services are Charged Separately****

ADDITIONAL SERVICES

Labor costs will accrue with any complex networking needs such as Virtual Private Networks (VPN) and Virtual Local Area Networks. On-site technicians are available upon request. These services are additional and are quoted depending on the needs of the end user.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

**DO NOT send form to your
decorating company.**

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second page of this form.**





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One Sabin Street, Providence, Rhode Island 02903-1814
Telephone (401) 458-6103 Fax (401) 458-6298
Email: businesscenter@smgricc.com

Office Use Only

G: _____

Exhibitor Parking Pass Order Form

Name of Event _____ Event Dates _____ Booth # _____
Company Name _____ Phone # _____ Fax # _____
Address _____ City _____ State _____ Zip _____
Contact Person _____ Signature _____ Date _____

Payment Notice: Parking passes will not be available for pick up until the first day of **Exhibitor Move In**.
All parking passes can be picked up at the Exhibitor Services / Business Center located on the 3rd Level
of the Rhode Island Convention Center.

Exhibitor Parking Pass Information

All parking passes are calculated by the length of each event, which include: ALL exhibitor move in days,
ALL event days, and ALL exhibitor move out days. These dates are based per Show Management.

Step 1:

Choose a pass type: **\$12.00** parking pass (6am-midnight) **\$18.00** parking pass (overnight parking)

Step 2:

Enter duration of event. **(Includes all move in days, all event days, all move out days)**

Step 3:

Choose the number of passes that you need.

Step 4:

Fill in the chart below to create a Grand Total for your parking pass purchase.

| Pass type | Duration of Event (all move in , all event, all move out) | Number of Passes | Grand Total |
|----------------------|--|--------------------------------|-------------|
| \$ _____ (Step 1) | X _____ days (Step 2) | = \$ _____ X _____ (Step 3) | = \$ _____ |

***Booth number and Credentials needed for Parking Pass pick-up.**

*Exhibitor Parking Passes offer you in and out access to the parking facility and guaranteed parking.

*The parking facility is directly connected to the Rhode Island Convention Center, Westin Hotel and Providence Place Mall. It is open 24 hours and is handicap accessible.

*All parking passes are to be picked up at the Exhibitor Services / Business Center located on the 3rd Level of the Convention Center, near the Westin Hotel Connector.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Office Use Only

Card ID number(s) _____

Date Processed: _____

Initials: _____

***DO NOT send this form to your decorating company.
Please read policies on the second page of this form***



Directions and Maps

From the North:

Interstate 95 South to Exit 22A. Follow the signs towards Downtown/Convention Center. Go through the first light in the right hand lane. Take your first right after the light. Take the next right onto Exchange Street. After the next light, bear right between the Hotel and the Convention Center to the North Garage.

From the South:

Interstate 95 North to Exit 22A. Follow the signs towards Downtown/Convention Center. At the light, turn right onto Francis Street. At the next light, go right onto Sabin Street. Bear right between the Hotel and the Convention Center to the North Garage.

From the East:

Take 195 West. Merge onto 95 North to Exit 22A. Follow the signs towards Downtown/Convention Center. At the light, turn right onto Francis Street. At the next light, go right onto Sabin Street. Bear right between the Hotel and the Convention Center to the North Garage.

From the West:

Take Route 6 East to the “Route 6 East and I-195 East” on ramp. Merge and stay to the right following the signs to Providence and Route 6 East. Stay on Route 6 East to the end, and take the Providence/Downtown exit. Turn right onto Francis St. Then turn right onto Sabin St. Then immediately take your first right onto West Exchange Street to the Convention Center Garage.

Loading Dock:

The Loading Dock is located on West Exchange Street about 1/8 mile west of the North Garage entrance. Large trucks should use the following directions for easiest dock access.

Truck directions from the North:

Take Exit 21 (Atwells) from 95 South. Take right off exit. Turn right onto Dean Street. Turn right at the light onto West Exchange Street.

Truck directions from the South:

Take Exit 21 (Broadway) from 95 North. Take a Left at the 2nd light (Atwells). Turn right onto Dean Street. Turn right at the light onto West Exchange Street.

[illegible]



2015 TRADE SHOW FURNISHINGS KIT CATALOG



**TRADE SHOW
S E R V I C E S**

"WHERE THE CLIENT COMES FIRST"

WHISPER



Whisper Sofa

White Leather
87"L x 37"D x 35"H



Whisper Loveseat

White Leather
61"L x 37"D x 35"H



Whisper Chair

White Leather
35"L x 37"D x 35"H



Whisper Bench Ottoman

White Leather
60"L x 24"D x 17"H



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION



Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H

CONTINENTAL



Continental Curved Loveseat

White Leather
82"L x 34"D x 31"H



Continental Reverse Curved Loveseat

White Leather
72"L x 34"D x 31"H



Continental Wedge Ottoman

White Leather
30"L x 34"D x 19"H



Continental Curved Bench Ottoman

White Leather
70"L x 26"D x 19"H



Continental Half Moon Ottoman

White Leather
33"L x 19"D x 19"H

SOPHISTICATION



Sophistication Sofa

White Leather
72"L x 31"D x 48"H



Sophistication Loveseat

White Leather
48"L x 31"D x 48"H



Sophistication Chair

White Leather
24"L x 31"D x 48"H

SOPHISTICATION



Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H

BOCA



Boca Corner

■ Black Leather
□ White Leather
28"D x 22"W x 30.7"H



Boca Armless

■ Black Leather
□ White Leather
28"D x 22"W x 30.7"H

METRO



Metro Sofa

Black Leather
85"L x 35"D x 35"H



Metro Loveseat

Black Leather
60"L x 35"D x 35"H



Metro Chair

Black Leather
35"Square x 35"H

METRO



Metro Square Ottoman

Black Leather
40" Square x 17"H



Metro Bench Ottoman

Black Leather
60"L x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"L x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"L x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"L x 36"D x 33"H

GRAMMERCY

*See page 9 & 10 for additional Grammercy product available



Grammercy Sofa

Charcoal Leather
82"L x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"L x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"L x 36"D x 36"H

PARMA



Parma Sofa

Brown Leather
79"L x 37"D x 36"H



Parma Loveseat

Brown Leather
56"L x 37"D x 36"H



Parma Chair

Brown Leather
33"L x 37"D x 38"H



Parma Bench Ottoman

Brown Leather
60"L x 24"D x 17"H

MONTANA MOCHA



Montana Mocha Sofa

Mocha Tan Fabric
79"L x 35"D x 34"H



Montana Mocha Loveseat

Mocha Tan Fabric
57"L x 35"D x 34"H



Montana Mocha Chair

Mocha Tan Fabric
35"Square x 34"H

CHANDLER



Chandler Sofa

Red Leather
76"L x 37"D x 35"H



Chandler Loveseat

Red Leather
53"L x 37"D x 35"H



Chandler Chair

Red Leather
31"L x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
60"L x 24"D x 17"H

IMPERIAL



Imperial Sofa

Purple Microfiber
82"L x 36"D x 36"H



Imperial Chair

Purple Microfiber
28"L x 36"D x 36"H



Imperial Bench Ottoman

Purple Microfiber
48"L x 21"D x 18"H

TANGERINE



Tangerine Sofa

Orange Microfiber
84"L x 36"D x 33"H



Tangerine Chair

Orange Microfiber
40"L x 36"D x 33"H



Tangerine Bench Ottoman

Orange Microfiber
62"L x 24"D x 18"H

EVOKE



Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"L x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"L x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"L x 24"D x 18"H



Evoke End Table

Coffee Resin Frame
24"L x 28"D x 25"H



Evoke Cube

Coffee Resin Frame
18"Square

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"L x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"L x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"L x 26"D x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"L x 32"D x 32"H



Ibiza Chair

■ Black Leather
□ White Leather
31"L x 35"D x 32"H



Tulip Chair

Black Fabric/Tilt Back/Caster Feet
27"L x 26"D x 35"H

OTTOMANS & BENCHES



Curved Bench

Continental White Leather
70"L x 26"D x 19"H



Square Ottoman

■ Metro Black Leather
□ Whisper White Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
□ Whisper White Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
■ Parma Brown Leather
60"L x 24"D x 17"H

OTTOMANS & BENCHES



Hayden Bench

Black Wood
67"L x 16"D x 17"H



Essentials Storage Ottoman

White Leather with Locking Mechanism
48"L x 24"D x 20"H
Lock Not Included



Round Ottoman

■ Grammercy Charcoal Leather
□ Whisper White Leather
46"Round x 17"H



1/4 Round Ottoman

■ Grammercy Charcoal Leather
□ Whisper White Leather
34"L x 19"D x 17"H

BANQUETTES



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)



Whisper Banquette

White Leather
59"Round x 38"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
59"Round x 38"H (2 Pieces)

TURNING BEDS



Essentials Turning Bed

White Leather
96"L x 48"D x 34"H



Essentials Turning Bed with Charging Insert

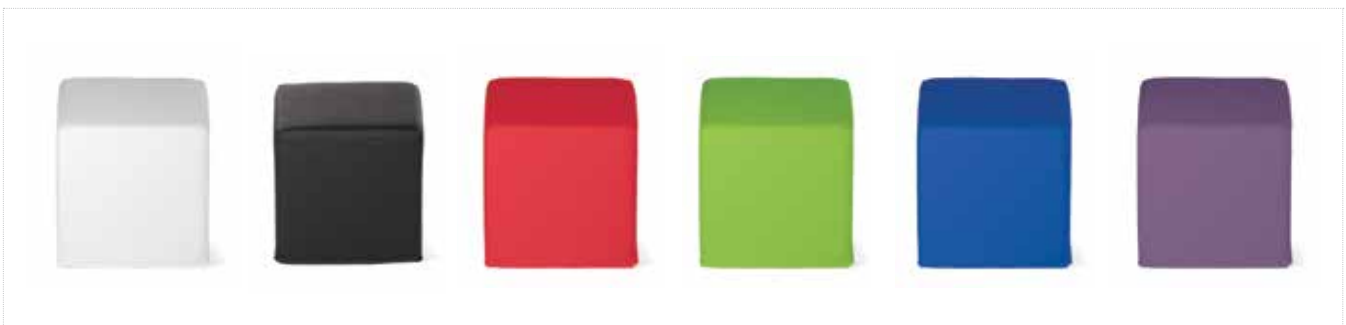
White Leather
96"L x 48"D x 19"H

CUBE OTTOMANS



Regency Cube Ottomans

From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric
18"Square



Cube Ottomans

From left to right: White Leather, Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18"Square

OCCASIONAL TABLES



Princeton Tables

End Table Clear Glass/Black
21"L x 22"D x 21"H
Cocktail Table Clear Glass/Black
45"L x 21"D x 16"H



Tribeca Tables

End Table Wood/Black
24"L x 28"D x 22"H
Sofa/Console Table Wood/Black
48"L x 18"D x 30"H
Cocktail Table Wood/Black
48"L x 28"D x 19"H



Harmony Tables

End Table Wood/Espresso
24"Round x 22"H
Sofa/Console Table Wood/Espresso
52"L x 18"D x 30"H
Cocktail Table Wood/Espresso
51"L x 28"D x 18"H



Aria Tables Red

End Table Red/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"L x 20"D x 18"H



Aria Tables Green

End Table Green/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"L x 20"D x 18"H



Aria Tables Blue

End Table Blue/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"L x 20"D x 18"H



Aria Tables Purple

End Table Purple/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"L x 20"D x 18"H



Aria Tables White

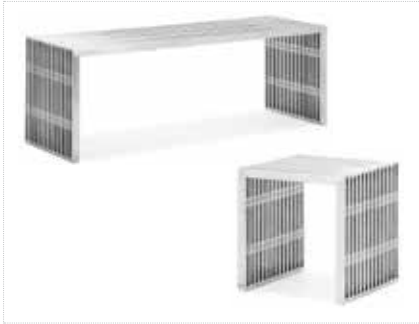
End Table White/Brushed Steel
24"L x 20"D x 22"H
Sofa/Console Table White/Brushed Steel
44"L x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"L x 20"D x 18"H



Aria Tables Charcoal

End Table Storm Grey/Brushed Steel
24"L x 20"D x 22"H
Sofa/Console Table Storm Grey/Brushed Steel
44"L x 20"D x 30"H
Cocktail Table Storm Grey/Brushed Steel
44"L x 20"D x 18"H

OCCASIONAL TABLES



Novel Tables

End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"L x 15"D x 16"H



Reno Tables

End Table Chrome
25"Round x 21"H
Sofa/Console Table Chrome
46"L x 17"D x 29"H
Cocktail Table Chrome
45"L x 32"D x 18"H



Vivid Tables

End Table Smoked Powder Coat Finish
26"Square x 21"H
Sofa/Console Table Smoked Powder Coat Finish
50"L x 24"D x 30"H
Cocktail Table Smoked Powder Coat Finish
50"L x 24"D x 16"H



Club Cocktail Table

44"L x 22"D x 18"H
(Includes built in Wireless LED Lighting)



Club End Table

22"Square x 18"H
(Includes built in Wireless LED Lighting)



Rose Table

17"Round x 17"H



Zanzibar Table

17"Square



Cube End Tables

■ Black 24"
□ White 24"
24"Square x 21"H



Cube Cocktail Tables

■ Black 30"
□ White 30"
30"Square x 16"H
■ Black 24"
□ White 24"
24"Square x 16"H

OCCASIONAL TABLES



Phoebe Tables

From left to right: Yellow, Lime Green, Rose, Gold, Teal
17"Round x 22"H



Hylton Tablet Table

White/Brushed Steel
18"L x 12"D x 28"H

BARS & BAR BACKS



Manhattan Bar

Black/Chrome
63"L x 29"D x 42"H



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
72"L x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
48"L x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

BARS & BAR BACKS



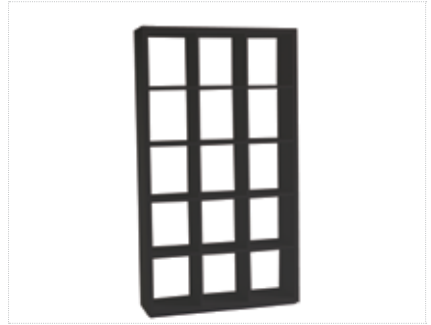
Bar

■ Black with 2 shelves in back
□ White with 2 shelves in back
48"L x 16"D x 42"H



Shanti Bar Back White

White
44"W x 12"D x 78"H
13"W x 14.25"H (Inside Shelf)



Shanti Bar Back Espresso

Espresso
44"W x 12"D x 78"H
13"W x 14.25"H (Inside Shelf)

BAR STOOLS



Park Avenue Bar Stool

Maple/Chrome
16"L x 19"D x 43"H



Criss Cross Bar Stool

■ Espresso Leather
□ White Leather
15"W x 19"D x 41"H



Escape Stool

Natural Maple
16"Square x 41"H



Silk Back Bar Stool

■ Black
□ White
■ Blue
■ Green
■ Purple
■ Red
17"L x 18"D x 42"H



Euro Bar Stool

Black
21"W x 23"D x 43"H



Hourglass Bar Stool

■ Black
□ White
18"W x 20"D x 43"H

BAR STOOLS



Vienna Stool

■ Gray Acrylic
■ Orange Acrylic
■ Teal Acrylic
17"W x 17"D x 39"H



Equino Stool

■ Black
□ White
15"W x 13"D x 35"H



Caprice Stool

Black Fabric
25"W x 26"D x 44"H



Sonic Stool

Black
22"W x 23"D x 42"H



Marcus Bar Stool

18"W (at footbase) x 29"H



Regal Stool

Brown Leather
19"W x 24"D x 45"H

CAFE CHAIRS



Silk Back Chair

■ Black
□ White
■ Blue
■ Green
■ Purple
■ Red
17"W x 18"D x 34"H
(Also Available With Arms)



Escape Chair

Natural Maple
17"W x 16"D x 32"H



Park Avenue Chair

Maple
16"W x 18"D x 31"H

CAFE CHAIRS



Vienna Chair

■ Gray Acrylic
■ Orange Acrylic
■ Teal Acrylic
21"Square x 32"H



Leslie Chair

White
17"W x 21"D x 31"H



Criss Cross Chair

■ Espresso Leather
□ White Leather
17"W x 21"D x 35"H



Sonic Chair

Black
20"W x 21"D x 32"H



Caprice Chair

Black
25"W x 24"D x 32"H



Comet Chair

Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)



Trend Chair

■ Black
□ White
■ Lime
■ Natural
■ Orange
19"W x 18"D x 33"H



Elio Chair

17"Square x 33"H



Regal Dining Chair

Brown Leather
19"W x 23"D x 38"H

BAR TABLES



Euro Bar Table

Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table

Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Chardonnay Bar Table

Clear Glass/Chrome
31"Round x 42"H



Aspen Pub Table

White/Brushed Steel
72"L x 26"D x 42"H



Blanco Bar Table

White/Chrome 30" 30"Round x 42"H
White/Chrome 36" 36"Round x 42"H
White/Chrome Square 24"Square x 42"H
White/Chrome Rectangle 72"L x 24"D x 42"H



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Summit Bar Table

White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Spectrum Bar Tables

Blue/Chrome
Green/Chrome
Purple/Chrome
Red/Chrome
24"Square x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H



Silk Café Table

Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H



City Café Table

Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Blanco Café Table

White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H



Blanco Café Table

White/Chrome Rectangle
72"L x 24"D x 30"H
White/Chrome Square
24"Square x 30"H



Spectrum Café Tables

Blue/Chrome
Green/Chrome
Purple/Chrome
Red/Chrome
24"Square x 29"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



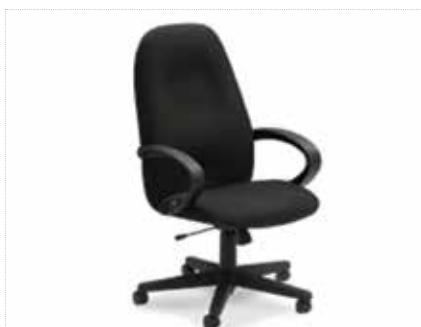
Goal Task Chair

Black
25"Square x 39"H



Goal Task Chair Armless

Black
21"W x 24"D x 39"H



Enterprise High Back Conference Chair

Black Fabric
25"W x 27"D x 45"H



Enterprise Mid Back Conference Chair

Black Fabric
25"W x 27"D x 39"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H

OFFICE SEATING



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Rectangle

☐ Black 6'
☐ Mahogany 6'
☐ Maple 6'
☐ White 6'
 72"L x 36"D x 30"H
☐ Black 8'
☐ Mahogany 8'
☐ Maple 8'
☐ White 8'
 96"L x 48"D x 30"H



Conference Table Racetrack

☐ Black 8'
☐ Mahogany 8'
 96"L x 48"D x 30"H
☐ Black 6'
☐ Mahogany 6'
 72"L x 36"D x 30"H



Conference Table Round

Mahogany
42"Round x 29"H



Chrome & Glass Table Rectangle

Clear Glass/Chrome
60"L x 36"D x 29"H



Chrome & Glass Table Round

Clear Glass/Chrome
42"Round x 29"H



Chrome & Glass Table Square

Clear Glass/Chrome
32"Square x 29"H

CONFERENCE TABLES



Chrome & Glass Trestle Table

Clear Glass/Chrome
48"L x 32"D x 29"H

OFFICE FURNITURE



Computer Kiosk

■ Black
□ White
24"Square x 42"H



Computer Counter

Graphite
48"L x 24"D x 42"H



Computer Desk

Graphite
48"L x 24"D x 29"H



5 Shelf Bookcase

■ Black
■ Mahogany
36"L x 12"D x 72"H



Black Credenza

Black
60"L x 20"D x 29"H



Black Double Pedestal

Black
60"L x 30"D x 29"H

OFFICE FURNITURE



Credenza Maple

Maple
72"L x 20"D x 29"H



Desk Maple

Double Pedestal
60"L x 30"D x 29"H



Lateral File Maple

2 Drawer with Lock
36"L x 20"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66"L x 20"D x 29"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
66"L x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
72"L x 36"D x 29"H



Presidential Kneespace Credenza

Mahogany
24"L x 66"L x 29"H



Presidential Executive Desk

Mahogany
36"L x 72"L x 29"H



Presidential File Cabinet

Mahogany
24"L x 36"L x 29"H

OFFICE FURNITURE



Hayden Table

Black Wood
78"L x 36"D x 30"H



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"L x 36"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"L x 25"D x 29"H
Black Legal
18"L x 25"D x 29"H



4-Drawer File

Black Letter
15"L x 25"D x 52"H
Black Legal
18"L x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"L x 18"D x 27"H
Black (Not Pictured)
36"L x 20"D x 29"H



4-Drawer Lateral File

Black
36"L x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



Display Pedestals 42"

- Black
14"Square x 42"H
- Black
24"Square x 42"H
- Black
18"Square x 42"H
- White
14"Square x 42"H



Display Pedestals 36"

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



Display Pedestals 30"

- Black
14"Square x 30"H
- Black
24"Square x 30"H
- Black
18"Square x 30"H
- White
14"Square x 30"H



Locking Pedestal

- Black
- White
- 24"Square x 42"H

MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H

Stanchion Rope

Red Velour
6'L



Literature Stand

■ Black
■ Aluminum
14.75"W x 12"D x 53.5"H



Literature Rack

Black/Metal
10.5"W x 9.5"D x 57"H



Refrigerator Compact

White 4 Cu Ft
19"W x 21"D x 33.5"H



Plexi Display Unit

18"Square x 68"H
(Height Includes Top Piece)



iPad® Stand

■ Black
■ Silver
14.25"W x 41.75"H
(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

**Apple® and iPad® are registered trademarks of Apple Inc.*

LIGHTING



Brushed Steel Lamps

Table Lamp White/Steel
26"H
Floor Lamp White/Steel
66"H



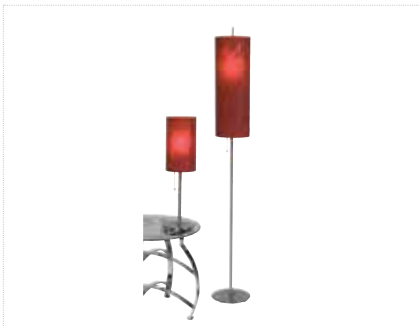
Brushed Nickel Lamps

Table Lamp White/Nickel
29"H
Floor Lamp White/Nickel
60"H



Rubbed Bronze Lamps

Table Lamp White/Bronze
28"H
Floor Lamp White/Bronze
60"H



Brushed Steel Lamps

Table Lamp Red/Steel
26"H
Floor Lamp Red/Steel
66"H



Neutrino Floor Lamp

Steel
67"H

DESIGN YOUR BOOTH SPACE YOUR WAY



10x20 Booth Footprint

Grammercy Loveseat & Corner • Novel Cocktail & End Table • 4FT VIP Bar • Criss Cross Chairs • Café Table



10x10 Booth Footprint

Chamois Stage Chairs • Phoebe Table • Equino Stools
Chardonnay Bar Table



10x10 Booth Footprint

Metro Sofa & Chair • Novel End Tables
Equino Stools • Silk Bar Table



20x20 Booth Footprint

Whisper Sofa & Chairs • Reno Cocktail & End Tables • Criss Cross Stools • Blanco Bar Table

Trade Show Order Form

Jen Rutolo/Mike Danielson
jenr@c1tradeshowservices.com
miked@c1tradeshowservices.com
 (941) 371-4523 or (724) 260-5576

TRADE SHOW INFORMATION

| | | | |
|-------------------------|--|------------------------|-------------------------|
| Show Name | | Company Name | |
| Show Dates | | Contact Name | |
| Venue Name | | Contact Cell # | |
| Venue Address | | Delivery Date | Time: |
| City, State, Zip | | Pickup Date | Time: |
| Booth # and Name | | Show Contractor | C-1 Trade Show Services |

*** All Furniture Subject to Availability ***

Terms & Conditions:

Payments: Payment terms - 100% Payment due prior to delivery to secure the order

Cancellation Fee: If cancelled within 3 days prior to delivery, a 100% charge will be applied.

Late Fee: All orders received within 14 days of the show opening will receive at 25% Late Fee. Show Site orders will be based on availability and charged a 30% Late Fee.

| Item Number | Weight | Description | Dimensions | Standard | Qty. | Total |
|---------------------------------------|----------|---|--------------------|----------|------|-------|
| Whisper (Pg. 2) | | | | | | |
| 18228-0607 | 100 lbs. | Whisper White Leather Sofa | 87"L x 37"D x 35"H | \$575.00 | | |
| 18167-0471 | 90 lbs. | Whisper White Leather Loveseat | 61"L x 37"D x 35"H | \$550.00 | | |
| 18284-0487 | 75 lbs. | Whisper White Leather Chair | 35"L x 37"D x 35"H | \$450.00 | | |
| 18024-0003 | 30 lbs. | Whisper White Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| 18184-0034 | 30 lbs. | Whisper White Leather Square Ottoman | 40"L x 40"D x 17"H | \$250.00 | | |
| 18184-0038 | 30 lbs. | Whisper White Leather Round Ottoman | 46" Round x 17"H | \$250.00 | | |
| Function (Pg. 2) | | | | | | |
| 18284-0554 | 80 lbs. | Function White Leather Armless Chair | 28"L x 28"D x 29"H | \$300.00 | | |
| 18066-0016 | 80 lbs. | Function White Leather Corner | 28"L x 28"D x 29"H | \$325.00 | | |
| Continental (Pg. 3) | | | | | | |
| 18303-0001 | 90 lbs. | Continental White Leather Curved Loveseat | 82"L x 34"D x 31"H | \$595.00 | | |
| 18304-0001 | 100 lbs. | Continental White Leather Reverse Loveseat | 72"L x 34"D x 31"H | \$575.00 | | |
| 18296-0005 | 50 lbs. | Continental White Leather Wedge Ottoman | 30"L x 34"D x 19"H | \$250.00 | | |
| 18184-0131 | 75 lbs. | Continental White Leather Curved Bench | 70"L x 26"D x 19"H | \$295.00 | | |
| 18184-0132 | 50 lbs. | Continental White Leather Half Moon Ottoman | 33"L x 19"D x 19"H | \$250.00 | | |
| Sophistication (Pg. 3 & 4) | | | | | | |
| 18228-0674 | 110 lbs. | Sophistication White Leather Sofa | 72"L x 31"D x 48"H | \$595.00 | | |
| 18167-0466 | 90 lbs. | Sophistication White Leather Loveseat | 48"L x 31"D x 48"H | \$395.00 | | |
| 18284-0563 | 75 lbs. | Sophistication White Leather Chair | 27"L x 31"D x 48"H | \$295.00 | | |
| 18066-0017 | 80 lbs. | Sophistication White Leather Corner | 31"L x 31"D x 48"H | \$295.00 | | |
| 18184-0130 | 40 lbs. | Sophistication White Leather Ottoman | 31" Square x 19"H | \$225.00 | | |
| Metro (Pg. 4) | | | | | | |
| 18228-0602 | 100 lbs. | Metro Black Leather Sofa | 85"L x 35"D x 35"H | \$495.00 | | |
| 18167-0467 | 90 lbs. | Metro Black Leather Loveseat | 60"L x 35"D x 35"H | \$470.00 | | |
| 18284-0482 | 75 lbs. | Metro Black Leather Chair | 35"L x 35"D x 35"H | \$370.00 | | |
| 18184-0179 | 30 lbs. | Metro Black Leather Square Ottoman | 40" Square x 17"H | \$250.00 | | |
| 18024-0008 | 30 lbs. | Metro Black Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| Suave Midnight (Pg. 5) | | | | | | |
| 18228-0085 | 100 lbs. | Suave Midnight Sofa | 77"L x 36"D x 33"H | \$425.00 | | |
| 18167-0069 | 90 lbs. | Suave Midnight Loveseat | 54"L x 36"D x 33"H | \$375.00 | | |
| 18284-0151 | 75 lbs. | Suave Midnight Chair | 32"L x 36"D x 33"H | \$275.00 | | |
| Grammercy (Pg. 5) | | | | | | |
| 18228-0605 | 100 lbs. | Grammercy Charcoal Leather Sofa | 82"L x 36"D x 36"H | \$550.00 | | |
| 18167-0469 | 90 lbs. | Grammercy Charcoal Leather Loveseat | 57"L x 36"D x 36"H | \$475.00 | | |
| 18284-0485 | 50 lbs. | Grammercy Charcoal Leather Chair | 28"L x 36"D x 36"H | \$300.00 | | |
| 18066-0015 | 50 lbs. | Grammercy Charcoal Leather Corner | 36"L x 36"D x 36"H | \$350.00 | | |
| 18184-0135 | 30 lbs. | Grammercy Charcoal Leather Round Ottoman | 46" Round x 17"H | \$250.00 | | |
| 18184-0033 | 30 lbs. | Grammercy Charcoal Leather Square Ottoman | 40" Square x 17"H | \$250.00 | | |
| 18024-0002 | 30 lbs. | Grammercy Charcoal Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| Parma (Pg. 6) | | | | | | |
| 18228-0789 | 100 lbs. | Parma Brown Leather Sofa | 79"L x 37"D x 36"H | \$495.00 | | |
| 18167-0577 | 90 lbs. | Parma Brown Leather Loveseat | 56"L x 37"D x 36"H | \$470.00 | | |
| 18284-0710 | 75 lbs. | Parma Brown Leather Chair | 33"L x 37"D x 36"H | \$370.00 | | |
| 18024-0061 | 30 lbs. | Parma Brown Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| Bella Chocolate (Pg. 6) | | | | | | |
| 18228-0071 | 140 lbs. | Bella Chocolate Sofa | 84"L x 38"D x 34"H | \$425.00 | | |
| 18167-0058 | 110 lbs. | Bella Chocolate Loveseat | 61"L x 38"D x 34"H | \$375.00 | | |
| 18284-0125 | 90 lbs. | Bella Chocolate Chair | 38"L x 38"D x 34"H | \$275.00 | | |
| Chandler (Pg. 7) | | | | | | |
| 18228-0795 | 100 lbs. | Chandler Red Leather Sofa | 76"L x 37"D x 35"H | \$495.00 | | |
| 18167-0581 | 90 lbs. | Chandler Red Leather Loveseat | 53"L x 37"D x 35"H | \$470.00 | | |
| 18284-0717 | 75 lbs. | Chandler Red Leather Chair | 31"L x 37"D x 35"H | \$370.00 | | |
| 18024-0062 | 30 lbs. | Chandler Red Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| Imperial (Pg. 7) | | | | | | |
| 18228-0604 | 100 lbs. | Imperial Purple Sofa | 82"L x 36"D x 36"H | \$425.00 | | |
| 18284-0484 | 50 lbs. | Imperial Purple Chair | 28"L x 36"D x 36"H | \$250.00 | | |
| 18184-0134 | 30 lbs. | Imperial Purple Bench Ottoman | 48"L x 21"D x 18"H | \$195.00 | | |
| Tangerine (Pg. 8) | | | | | | |

| | | | | | | |
|--|----------|---|--------------------|----------|--|--|
| 18228-0084 | 100 lbs. | Tangerine Orange Sofa | 84"L x 36"D x 33"H | \$425.00 | | |
| 18284-0150 | 75 lbs. | Tangerine Orange Chair | 40"L x 36"D x 33"H | \$300.00 | | |
| 18184-0032 | 35 lbs. | Tangerine Orange Bench Ottoman | 62"L x 24"D x 18"H | \$195.00 | | |
| Evoke (Pg. 8) | | | | | | |
| 13229-0007 | 94 lbs. | Evoke Sofa | 81"L x 35"D x 27"H | \$750.00 | | |
| 13041-0015 | 48 lbs. | Evoke Chair | 33"L x 35"D x 27"H | \$395.00 | | |
| 13054-0011 | 32 lbs. | Evoke Cocktail Table | 48"L x 24"D x 18"H | \$250.00 | | |
| 13110-0009 | 23 lbs. | Evoke End Table | 24"L x 28"D x 25"H | \$225.00 | | |
| 13110-0008 | 15 lbs. | Evoke Cube | 18" Square | \$150.00 | | |
| Stage Chairs (Pg. 9) | | | | | | |
| 18284-0478 | 29 lbs. | Midnight Microfiber Stage Chair | 25"L x 26"D x 37"H | \$175.00 | | |
| 18284-0477 | 29 lbs. | Chamois Microfiber Stage Chair | 25"L x 26"D x 37"H | \$175.00 | | |
| 18284-0476 | 29 lbs. | Buckskin Microfiber Stage Chair | 25"L x 26"D x 37"H | \$175.00 | | |
| 18284-0564 | 80 lbs. | Empire Chair White Leather | 28"L x 32"D x 32"H | \$325.00 | | |
| 18284-0621 | 80 lbs. | Empire Chair Black Leather | 28"L x 32"D x 32"H | \$325.00 | | |
| 18284-0449 | 75 lbs. | Ibiza White Leather Chair | 31"L x 35"D x 32"H | \$450.00 | | |
| 18284-0590 | 75 lbs. | Ibiza Black Leather Chair | 31"L x 35"D x 32"H | \$450.00 | | |
| 05035-0028 | 65 lbs. | Tulip Black Fabric Chair | 26"L x 27"D x 35"H | \$195.00 | | |
| Ottomans & Benches (Pg. 10) | | | | | | |
| 18184-0131 | 75 lbs. | Continental White Leather Curved Bench | 70"L x 26"D x 19"H | \$295.00 | | |
| 18184-0034 | 30 lbs. | Whisper White Leather Square Ottoman | 40"L x 40"D x 17"H | \$250.00 | | |
| 18184-0033 | 30 lbs. | Grammercy Charcoal Leather Square Ottoman | 40"L x 40"D x 17"H | \$250.00 | | |
| 18184-0179 | 30 lbs. | Metro Black Leather Square Ottoman | 40"L x 40"D x 17"H | \$250.00 | | |
| 18024-0002 | 30 lbs. | Grammercy Charcoal Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| 18024-0003 | 30 lbs. | Whisper White Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| 18024-0008 | 30 lbs. | Metro Black Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| 18024-0062 | 30 lbs. | Chandler Red Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| 18024-0061 | 30 lbs. | Parma Brown Leather Bench Ottoman | 60"L x 24"D x 17"H | \$250.00 | | |
| 05026-0005 | 40 lbs. | Hayden Black Wood Bench | 67"L x 16"D x 17"H | \$125.00 | | |
| 18184-0192 | 70 lbs. | Essentials White Leather Storage Ottoman | 48"L x 24"D x 20"H | \$350.00 | | |
| Round Ottomans & Banquettes (Pg. 10 & 11) | | | | | | |
| 18011-0011 | 150 lbs. | Essentials White Banquette (2 pcs) | 60" Round x 48"H | \$750.00 | | |
| 18011-0001 | 130 lbs. | Whisper White Leather Banquette, Tufted (2 pcs) | 59" Round x 38"H | \$750.00 | | |
| 18011-0002 | 130 lbs. | Grammercy Charcoal Leather Banquette (2 pcs) | 59" Round x 38"H | \$750.00 | | |
| 18184-0030 | 15 lbs. | Whisper White 1/4 Round Ottoman | 34"L x 19"D x 17"H | \$145.00 | | |
| 18184-0028 | 15 lbs. | Grammercy Charcoal 1/4 Round Ottoman | 34"L x 19"D x 17"H | \$145.00 | | |
| 18184-0038 | 30 lbs. | Whisper White Leather Round Ottoman | 46" Round x 17"H | \$250.00 | | |
| 18184-0036 | 30 lbs. | Grammercy Charcoal Leather Round Ottoman | 46" Round x 17"H | \$250.00 | | |
| 02082-0033 | 200 lbs. | Essentials White Leather Turning Bed | 96"L x 48"D x 34"H | \$895.00 | | |
| Cube Ottomans (Pg. 11) | | | | | | |
| 18184-0198 | 7 lbs. | Regency Orange Cube | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0196 | 7 lbs. | Regency Teal Cube | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0197 | 7 lbs. | Regency Ruby Cube | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0200 | 7 lbs. | Regency Camel Cube | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0193 | 7 lbs. | Regency Apple Cube | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0199 | 7 lbs. | Regency Fuchsia Cube | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0129 | 7 lbs. | Cube Ottoman - White | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0128 | 7 lbs. | Cube Ottoman - Black | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0213-R | 7 lbs. | Cube Ottoman - Red | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0213-G | 7 lbs. | Cube Ottoman - Green | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0213-B | 7 lbs. | Cube Ottoman - Blue | 18"D x 18"W x 18"H | \$95.00 | | |
| 18184-0213-P | 7 lbs. | Cube Ottoman - Purple | 18"D x 18"W x 18"H | \$95.00 | | |
| Occasional Tables (Pg. 12 & 13) | | | | | | |
| 12107-0065 | 29 lbs. | Reno End Table | 25" Round x 21"H | \$155.00 | | |
| 12055-0061 | 52 lbs. | Reno Cocktail Table | 45"L x 32"D x 18"H | \$175.00 | | |
| 12230-0023 | 36 lbs. | Reno Sofa Table | 46"L x 17"D x 29"H | \$195.00 | | |
| 12107-0437 | 20 lbs. | Princeton End Table | 21"L x 22"D x 21"H | \$165.00 | | |
| 12055-0376 | 30 lbs. | Princeton Cocktail Table | 45"L x 21"D x 16"H | \$170.00 | | |
| 12107-0008 | 36 lbs. | Tribeca End Table | 25"L x 29"D x 24"H | \$170.00 | | |
| 12055-0008 | 55 lbs. | Tribeca Cocktail Table | 50"L x 30"D x 19"H | \$180.00 | | |
| 12230-0005 | 46 lbs. | Tribeca Sofa Table | 48"L x 18"D x 30"H | \$190.00 | | |
| 12107-0281 | 33 lbs. | Harmony End Table | 24" Round x 22"H | \$170.00 | | |
| 12055-0272 | 75 lbs. | Harmony Cocktail Table | 51"L x 28"D x 18"H | \$180.00 | | |
| 12230-0080 | 66 lbs. | Harmony Sofa Table | 52"L x 18"D x 30"H | \$190.00 | | |
| 99-12304-05 | 40 lbs. | Aria Red End Table | 24"L x 20"D x 22"H | \$170.00 | | |
| 99-12050-05 | 50 lbs. | Aria Red Cocktail Table | 44"L x 20"D x 18"H | \$180.00 | | |
| 99-12304-03 | 40 lbs. | Aria Green End Table | 24"L x 20"D x 22"H | \$170.00 | | |
| 99-12050-03 | 50 lbs. | Aria Green Cocktail Table | 44"L x 20"D x 18"H | \$180.00 | | |
| 99-12304-06 | 40 lbs. | Aria Blue End Table | 24"L x 20"D x 22"H | \$170.00 | | |
| 99-12050-06 | 50 lbs. | Aria Blue Cocktail Table | 44"L x 20"D x 18"H | \$180.00 | | |
| 99-12304-04 | 40 lbs. | Aria Purple End Table | 24"L x 20"D x 22"H | \$170.00 | | |
| 99-12050-04 | 50 lbs. | Aria Purple Cocktail Table | 44"L x 20"D x 18"H | \$180.00 | | |
| 99-12304-01 | 40 lbs. | Aria White End Table | 24"L x 20"D x 22"H | \$170.00 | | |
| 99-12050-01 | 50 lbs. | Aria White Cocktail Table | 44"L x 20"D x 18"H | \$180.00 | | |
| 99-12305-01 | 62 lbs. | Aria White Sofa Table | 48"L x 20"D x 30"H | \$190.00 | | |
| 99-12304-02 | 40 lbs. | Aria Charcoal End Table | 24"L x 20"D x 22"H | \$170.00 | | |
| 99-12050-02 | 50 lbs. | Aria Charcoal Cocktail Table | 44"L x 20"D x 18"H | \$180.00 | | |
| 99-12305-02 | 62 lbs. | Aria Charcoal Sofa Table | 48"L x 20"D x 30"H | \$190.00 | | |
| 18024-0011 | 60 lbs. | Novel Satin Steel Cocktail Table | 46"L x 15"D x 16"H | \$250.00 | | |
| 18024-0010 | 36 lbs. | Novel Satin Steel End Table | 15"L x 15"D x 16"H | \$225.00 | | |

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|--------------------------------|----------|--|---------------------------|----------|--|
| 12107-0065 | 29 lbs. | Reno End Table | 25" Round x 21"H | \$155.00 | |
| 12055-0061 | 52 lbs. | Reno Cocktail Table | 45"L x 32"D x 18"H | \$175.00 | |
| 12230-0023 | 36 lbs. | Reno Sofa Table | 46"L x 17"D x 29"H | \$195.00 | |
| 12107-0282 | 42 lbs. | Vivid End Table | 26"L x 26"D x 21"H | \$170.00 | |
| 12055-0273 | 56 lbs. | Vivid Cocktail Table | 50"L x 24"D x 16"H | \$180.00 | |
| 12230-0081 | 62 lbs. | Vivid Sofa Table | 50"L x 24"D x 30"H | \$190.00 | |
| 12055-0318 | 75 lbs. | Club Cocktail Table w/ built in LED Lighting | 44"L x 22"D x 18"H | \$250.00 | |
| 12107-0331 | 60 lbs. | Club End Table w/ built in LED Lighting | 22"L x 22"D x 18"H | \$225.00 | |
| 12003-0038 | 17 lbs. | Rose Table | 16" Round x 16"H | \$195.00 | |
| 12003-0039 | 22 lbs. | Zanzibar Table | 16" Square | \$195.00 | |
| 12107-0297 | 40 lbs. | Cube, White 24" End Table | 24"L x 24"D x 21"H | \$175.00 | |
| 12107-0296 | 40 lbs. | Cube, Black 24" End Table | 24"L x 24"D x 21"H | \$175.00 | |
| 12078-0012 | 50 lbs. | Cube, White 30" Cocktail Table | 30"L x 30"D x 16"H | \$175.00 | |
| 12078-0011 | 50 lbs. | Cube, Black 30" Cocktail Table | 30"L x 30"D x 16"H | \$175.00 | |
| 12055-0286 | 40 lbs. | Cube, White 24" Cocktail Table | 24"L x 24"D x 16"H | \$170.00 | |
| 12055-0285 | 40 lbs. | Cube, Black 24" Cocktail Table | 24"L x 24"D x 16"H | \$170.00 | |
| 12003-0056 | 15 lbs. | Phoebe Table - Yellow | 17" Round x 22"H | \$115.00 | |
| 12003-0052 | 15 lbs. | Phoebe Table - Lime Green | 17" Round x 22"H | \$115.00 | |
| 12003-0053 | 15 lbs. | Phoebe Table - Rose | 17" Round x 22"H | \$115.00 | |
| 12003-0051 | 15 lbs. | Phoebe Table - Gold | 17" Round x 22"H | \$115.00 | |
| 12003-0074 | 15 lbs. | Phoebe Table - Teal | 17" Round x 22"H | \$115.00 | |
| 12107-0467 | 15 lbs. | Hylton Table | 18"L x 12"D x 28"H | \$150.00 | |
| Bars & Bar Backs (Pg. 14 & 15) | | | | | |
| 05012-0001 | 256 lbs. | Manhattan Martini Bar | 63"L x 29"D x 42"H | \$650.00 | |
| 05012-0026 | 120 lbs. | VIP Frosted Plexi Glow Bar 6' | 72"L x 24"D x 42"H | \$650.00 | |
| 05012-0024 | 100 lbs. | VIP Frosted Plexi Glow Bar 4' | 48"L x 24"D x 42"H | \$550.00 | |
| 05012-0054 | 70 lbs. | White Bar - 2 Shelf | 48"L x 16"D x 42"H | \$295.00 | |
| 05012-0053 | 70 lbs. | Black Bar - 2 Shelf | 48"L x 16"D x 42"H | \$295.00 | |
| 05001-0007 | 125 lbs. | Shanti Bar Back - White | 43.5"L x 12"D x 77.625"H | \$350.00 | |
| 05001-0006 | 125 lbs. | Shanti Bar Back - Espresso | 43.5"L x 12"D x 77.625"H | \$350.00 | |
| Bar Stools (Pg. 15 & 16) | | | | | |
| 05237-0223 | 25 lbs. | Park Avenue Bar Stool - Maple | 16"L x 19"D x 43"H | \$150.00 | |
| 05237-0039 | 20 lbs. | Criss Cross Bar Stool - White | 15"L x 19"D x 41"H | \$160.00 | |
| 05237-0038 | 20 lbs. | Criss Cross Bar Stool - Espresso | 15"L x 19"D x 41"H | \$160.00 | |
| 05237-0036 | 15 lbs. | Escape Bar Stool - Natural Maple | 16"L x 16"D x 41"H | \$135.00 | |
| 99-05237-01 | 20 lbs. | Silk Back Bar Stool - Black | 17"L x 18"D x 41.5H | \$150.00 | |
| 99-05237-02 | 20 lbs. | Silk Back Bar Stool - White | 17"L x 18"D x 41.5H | \$150.00 | |
| 99-05237-03 | 20 lbs. | Silk Back Bar Stool - Green | 17"L x 18"D x 41.5H | \$150.00 | |
| 99-05237-04 | 20 lbs. | Silk Back Bar Stool - Purple | 17"L x 18"D x 41.5H | \$150.00 | |
| 99-05237-05 | 20 lbs. | Silk Back Bar Stool - Red | 17"L x 18"D x 41.5H | \$150.00 | |
| 99-05237-06 | 20 lbs. | Silk Back Bar Stool - Blue | 17"L x 18"D x 41.5H | \$150.00 | |
| 05237-0221 | 20 lbs. | Euro Bar Stool - Black | 22"L x 24"D x 41.75"H | \$150.00 | |
| 05237-0231 | 40 lbs. | Hourglass Bar Stool - White | 18"L x 20"D x 42.5"H | \$165.00 | |
| 05237-0230 | 40 lbs. | Hourglass Bar Stool - Black | 18"L x 20"D x 42.5"H | \$165.00 | |
| 05237-0160 | 35 lbs. | Equino Bar Stool - Black | 15"L x 13"D x 35"H | \$165.00 | |
| 05237-0041 | 35 lbs. | Equino Bar Stool - White | 15"L x 13"D x 35"H | \$165.00 | |
| 05237-0156 | 24 lbs. | Regal Stool - Brown | 19"L x 24"D x 39"H | \$165.00 | |
| 05237-0169 | 25 lbs. | Caprice Bar Stool - Black | 25"L x 24"D x 32"H | \$165.00 | |
| 05237-0042 | 18 lbs. | Sonic Bar Stool - Black | 22"L x 22"D x 42"H | \$135.00 | |
| 05237-0215 | 13 lbs. | Marcus Bar Stool - Gunmetal | 18"W (at footbase) x 29"H | \$125.00 | |
| Café Chairs (Pg. 16 & 17) | | | | | |
| 99-05035-01 | 20 lbs. | Silk Back Arm Chair - Black | 20.5"L x 18"D x 34"H | \$100.00 | |
| 99-05035-02 | 20 lbs. | Silk Back Arm Chair - White | 20.5"L x 18"D x 34"H | \$100.00 | |
| 99-05035-03 | 20 lbs. | Silk Back Arm Chair - Green | 20.5"L x 18"D x 34"H | \$100.00 | |
| 99-05035-04 | 20 lbs. | Silk Back Arm Chair - Purple | 20.5"L x 18"D x 34"H | \$100.00 | |
| 99-05035-05 | 20 lbs. | Silk Back Arm Chair - Red | 20.5"L x 18"D x 34"H | \$100.00 | |
| 99-05035-06 | 20 lbs. | Silk Back Arm Chair - Blue | 20.5"L x 18"D x 34"H | \$100.00 | |
| 99-05035-10 | 18 lbs. | Silk Back Armless Chair - Black | 17"L x 18"D x 34"H | \$95.00 | |
| 99-05035-11 | 18 lbs. | Silk Back Armless Chair - White | 17"L x 18"D x 34"H | \$95.00 | |
| 99-05035-12 | 18 lbs. | Silk Back Armless Chair - Green | 17"L x 18"D x 34"H | \$95.00 | |
| 99-05035-13 | 18 lbs. | Silk Back Armless Chair - Purple | 17"L x 18"D x 34"H | \$95.00 | |
| 99-05035-14 | 18 lbs. | Silk Back Armless Chair - Red | 17"L x 18"D x 34"H | \$95.00 | |
| 99-05035-15 | 18 lbs. | Silk Back Armless Chair - Blue | 17"L x 18"D x 34"H | \$95.00 | |
| 05035-0009 | 10 lbs. | Escape Chair - Natural Maple | 17"L x 16"D x 32"H | \$95.00 | |
| 05035-0026 | 21 lbs. | Park Avenue Chair - Maple | 16"L x 18"D x 31"H | \$135.00 | |
| 05035-0008 | 15 lbs. | Leslie Chair - White | 20"L x 20"D x 39"H | \$85.00 | |
| 05035-0011 | 12 lbs. | Criss Cross Chair - White | 17"L x 21"D x 32"H | \$110.00 | |
| 05035-0010 | 12 lbs. | Criss Cross Chair - Espresso | 17"L x 21"D x 32"H | \$110.00 | |
| 05221-0039 | 18 lbs. | Regal (Parson) Chair - Brown | 19"L x 23"D x 38"H | \$135.00 | |
| 14233-0016 | 13 lbs. | Sonic Chair - Black | 20"L x 21"D x 32"H | \$95.00 | |
| 14233-0025 | 22 lbs. | Caprice Chair - Black | 22"L x 21"D x 32"H | \$95.00 | |
| 14233-0005 | 17 lbs. | Comet Stack Arm Chair - Black | 23"L x 22"D x 32"H | \$130.00 | |
| 14233-0006 | 15 lbs. | Comet Stack Chair - Black | 23"L x 22"D x 32"H | \$125.00 | |
| 14233-0034 | 10 lbs. | Trend Chair - Black | 19"L x 18"D x 32.25"H | \$125.00 | |
| 14233-0038 | 10 lbs. | Trend Chair - White | 19"L x 18"D x 32.25"H | \$125.00 | |
| 14233-0035 | 10 lbs. | Trend Chair - Lime | 19"L x 18"D x 32.25"H | \$125.00 | |
| 14233-0037 | 10 lbs. | Trend Chair - Orange | 19"L x 18"D x 32.25"H | \$125.00 | |
| 14233-0036 | 10 lbs. | Trend Chair - Natural | 19"L x 18"D x 32.25"H | \$125.00 | |
| 05035-0023 | 14 lbs. | Elio Chair | 17"L x 17"D x 33"H | \$95.00 | |
| Bar Tables (Pg. 18) | | | | | |

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|--|----------|--|----------------------|----------|--|--|
| 99-05245-01 | 42 lbs. | Euro 30" Round Bar Table - Black/Black | 30" Round x 42"H | \$170.00 | | |
| 99-05245-02 | 51 lbs. | Euro 36" Round Bar Table - Black/Black | 36" Round x 42"H | \$175.00 | | |
| 99-05245-04 | 42 lbs. | Silk 30" Round Bar Table - Black/Chrome | 30" Round x 42"H | \$170.00 | | |
| 99-05245-05 | 51 lbs. | Silk 36" Round Bar Table - Black/Chrome | 36" Round x 42"H | \$175.00 | | |
| 99-05245-07 | 42 lbs. | Park Ave 30" Round Bar Table - Maple/Chrome | 30" Round x 42"H | \$170.00 | | |
| 99-05245-08 | 51 lbs. | Park Ave 36" Round Bar Table - Maple/Chrome | 36" Round x 42"H | \$175.00 | | |
| 05012-0002 | 50 lbs. | Chardonnay Glass & Chrome Bar Table | 31" Round x 42"H | \$250.00 | | |
| 05202-0073 | 75 lbs. | Aspen Pub Table | 72"L x 26"D x 42"H | \$695.00 | | |
| 99-05245-10 | 42 lbs. | Blanco 30" Round Bar Table - White/Chrome | 30" Round x 42"H | \$170.00 | | |
| 99-05245-11 | 51 lbs. | Blanco 36" Round Bar Table - White/Chrome | 36" Round x 42"H | \$175.00 | | |
| 99-05245-12 | 46 lbs. | Blanco Square Bar Table - White/Chrome | 24" Square x 42"H | \$170.00 | | |
| 99-05245-13 | 40 lbs. | Blanco Rectangle Bar Table - White/Chrome | 72"L x 24"D x 42"H | \$270.00 | | |
| 99-05245-14 | 37 lbs. | City 30" Round Bar Table - Maple/Black | 30" Round x 42"H | \$170.00 | | |
| 99-05245-15 | 46 lbs. | City 36" Round Bar Table - Maple/Black | 36" Round x 42"H | \$175.00 | | |
| 99-05245-16 | 37 lbs. | Summit 30" Round Bar Table - White/Black | 30" Round x 42"H | \$170.00 | | |
| 99-05245-17 | 46 lbs. | Summit 36" Round Bar Table - White/Black | 36" Round x 42"H | \$175.00 | | |
| 99-05245-20 | 46 lbs. | Spectrum Red Bar Table | 24" Square x 42"H | \$190.00 | | |
| 99-05245-19 | 46 lbs. | Spectrum Green Bar Table | 24" Square x 42"H | \$190.00 | | |
| 99-05245-21 | 46 lbs. | Spectrum Blue Bar Table | 24" Square x 42"H | \$190.00 | | |
| 99-05245-18 | 46 lbs. | Spectrum Purple Bar Table | 24" Square x 42"H | \$190.00 | | |
| Café Tables (Pg. 19) | | | | | | |
| 99-05036-01 | 37 lbs. | Euro 30" Round Cafe Table - Black/Black | 30" Round x 29"H | \$170.00 | | |
| 99-05036-02 | 46 lbs. | Euro 36" Round Cafe Table - Black/Black | 36" Round x 29"H | \$175.00 | | |
| 99-05036-04 | 37 lbs. | Silk 30" Round Cafe Table - Black/Chrome | 30" Round x 29"H | \$170.00 | | |
| 99-05036-05 | 46 lbs. | Silk 36" Round Cafe Table - Black/Chrome | 36" Round x 29"H | \$175.00 | | |
| 99-05036-07 | 37 lbs. | Park Ave 30" Round Cafe Table - Maple/Chrome | 30" Round x 29"H | \$170.00 | | |
| 99-05036-08 | 46 lbs. | Park Ave 36" Round Cafe Table - Maple/Chrome | 36" Round x 29"H | \$175.00 | | |
| 99-05036-14 | 42 lbs. | City 30" Round Cafe Table - Maple/Black | 30" Round x 29"H | \$170.00 | | |
| 99-05036-15 | 51 lbs. | City 36" Round Cafe Table - Maple/Black | 36" Round x 29"H | \$175.00 | | |
| 99-05036-16 | 42 lbs. | Summit 30" Round Cafe Table - White/Black | 30" Round x 30"H | \$170.00 | | |
| 99-05036-17 | 51 lbs. | Summit 36" Round Cafe Table - White/Black | 36" Round x 30"H | \$175.00 | | |
| 99-05036-10 | 37 lbs. | Blanco 30" Round Cafe Table - White/Chrome | 30" Round x 30"H | \$170.00 | | |
| 99-05036-11 | 46 lbs. | Blanco 36" Round Cafe Table - White/Chrome | 36" Round x 30"H | \$175.00 | | |
| 99-05036-12 | 46 lbs. | Blanco Square Cafe Table - White/Chrome | 24" Square x 29"H | \$170.00 | | |
| 99-05036-13 | 84 lbs. | Blanco Rectangle Cafe Table - White/Chrome | 72"L x 24"D x 29"H | \$270.00 | | |
| 99-05036-18 | 46 lbs. | Spectrum Purple Café Table | 24" Square x 29"H | \$185.00 | | |
| 99-05036-20 | 46 lbs. | Spectrum Red Café Table | 24" Square x 29"H | \$185.00 | | |
| 99-05036-19 | 46 lbs. | Spectrum Green Café Table | 24" Square x 29"H | \$185.00 | | |
| 99-05036-21 | 46 lbs. | Spectrum Blue Café Table | 24" Square x 29"H | \$185.00 | | |
| Office Seating (Pg. 20 - 21) | | | | | | |
| 14136-0002 | 45 lbs. | Tamiri Black Leather High Back | 25"L x 27"D x 45"H | \$225.00 | | |
| 14176-0007 | 42 lbs. | Tamiri Black Leather Mid Back | 25"L x 26"D x 39"H | \$190.00 | | |
| 14128-0002 | 41 lbs. | Tamiri Black Leather Guest Chair | 25"L x 26"D x 37"H | \$175.00 | | |
| 14136-0010 | 43 lbs. | Accord White Leather High Back | 25"L x 25"D x 44"H | \$275.00 | | |
| 14136-0081 | 43 lbs. | Accord Black Leather High Back | 25"L x 25"D x 39"H | \$275.00 | | |
| 14250-0013 | 38 lbs. | Goal Black Task Chair With Arms | 25"L x 25"D x 39"H | \$140.00 | | |
| 14250-0043 | 38 lbs. | Goal Black Task Chair Armless | 21"L x 25"D x 39"H | \$130.00 | | |
| 14136-0016 | 40 lbs. | Enterprise High Back Black Fabric Conference Chair | 25"L x 27"D x 45"H | \$195.00 | | |
| 14176-0008 | 35 lbs. | Enterprise Mid Back Black Fabric Conference Chair | 27"L x 26"D x 41"H | \$175.00 | | |
| 14128-0023 | 30 lbs. | Enterprise Guest Black Fabric Conference Chair | 25"L x 27"D x 37"H | \$160.00 | | |
| 14307-0003 | 42 lbs. | Goal Black Drafting Stool - Arms | 25"L x 24"D x 48"H | \$150.00 | | |
| 14307-0005 | 42 lbs. | Goal Black Drafting Stool - Armless | 20.5"L x 24"D x 48"H | \$140.00 | | |
| Conference Tables (Pg. 21 - 22) | | | | | | |
| 14062-0256 | 100 lbs. | Conference Rectangle Table 6' - Maple | 72"L x 36"D x 30"H | \$415.00 | | |
| 14062-0257 | 125 lbs. | Conference Rectangle Table 8' - Maple | 96"L x 42"D x 30"H | \$450.00 | | |
| 14062-0109 | 100 lbs. | Conference Rectangle Table 6' - Black | 72"L x 36"D x 30"H | \$415.00 | | |
| 14062-0113 | 125 lbs. | Conference Rectangle Table 8' - Black | 96"L x 42"D x 30"H | \$450.00 | | |
| 14062-0110 | 100 lbs. | Conference Rectangle Table 6' - Mahogany | 72"L x 36"D x 30"H | \$415.00 | | |
| 14062-0114 | 125 lbs. | Conference Rectangle Table 8' - Mahogany | 96"L x 42"D x 30"H | \$450.00 | | |
| 14062-0252 | 125 lbs. | Conference Oval Racetrack Table 8' - Black | 96"L x 48"D x 30"H | \$450.00 | | |
| 14062-0260 | 125 lbs. | Conference Oval Racetrack Table 8' - Mahogany | 96"L x 48"D x 30"H | \$450.00 | | |
| 14062-0259 | 100 lbs. | Conference Oval Racetrack Table 6' - Black | 72"L x 36"D x 30"H | \$415.00 | | |
| 14062-0254 | 100 lbs. | Conference Oval Racetrack Table 6' - Mahogany | 72"L x 36"D x 30"H | \$415.00 | | |
| 14062-0250 | 97 lbs. | Conference Table Round - Mahogany | 42" Round x 29"H | \$395.00 | | |
| 05244-0022 | 70 lbs. | Conference Table Rectangle Glass/Chrome | 60"L x 36"D x 29"H | \$395.00 | | |
| 05244-0025 | 50 lbs. | Conference Table Round Glass/Chrome | 42" Round x 29"H | \$295.00 | | |
| 05244-0024 | 60 lbs. | Conference Table Square Glass/Chrome | 32"L x 32"D x 29"H | \$275.00 | | |
| 05244-0023 | 60 lbs. | Conference Trestle Glass/Chrome | 48"L x 32"D x 29"H | \$380.00 | | |
| Office Furniture (Pg. 22 - 23) | | | | | | |
| 14309-0001 | 125 lbs. | Computer Kiosk - Black | 24"L x 24"D x 42"H | \$365.00 | | |
| 14179-0005 | 125 lbs. | Computer Kiosk - White | 24"L x 24"D x 42"H | \$365.00 | | |
| 14061-0002 | 20 lbs. | Computer Counter - Graphite | 48"L x 24"D x 42"H | \$175.00 | | |
| 14076-0014 | 20 lbs. | Computer Desk - Graphite | 48"L x 24"D x 29"H | \$165.00 | | |
| 14029-0096 | 56 lbs. | 5 Shelf Bookcase - Mahogany | 36"L x 12"D x 72"H | \$350.00 | | |
| 14029-0098 | 56 lbs. | 5 Shelf Bookcase - Black | 36"L x 12"D x 72"H | \$350.00 | | |
| 14072-0108 | 225 lbs. | Black Credenza | 60"L x 20"D x 29"H | \$375.00 | | |
| 14083-0105 | 286 lbs. | Black Double Pedestal Desk | 60"L x 30"D x 29"H | \$375.00 | | |
| 14072-0122 | 175 lbs. | Maple Credenza | 72"L x 20"D x 29"H | \$475.00 | | |
| 14083-0293 | 286 lbs. | Maple Double Pedestal Desk | 60"L x 30"D x 29"H | \$450.00 | | |

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| 14143-0140 | 125 lbs. | Lateral File Maple - 2 Drawer w/ Lock | 36"L x 20"D x 29"H | \$315.00 | | |
| 14072-0038 | 225 lbs. | Genoa Storage Credenza - Mahogany - 2 Drawer | 66"L x 20"D x 29"H | \$325.00 | | |
| 14072-0039 | 200 lbs. | Genoa Kneespace Storage Credenza - Mahogany | 66"L x 20"D x 29"H | \$300.00 | | |
| 14083-0117 | 286 lbs. | Genoa Exec. Desk - Mahogany - Double Pedestal | 72"L x 36"D x 29"H | \$350.00 | | |
| 14072-0042 | 250 lbs. | Presidential Kneespace Credenza - Mahogany | 66"L x 24"D x 29"H | \$395.00 | | |
| 14083-0125 | 250 lbs. | Presidential Executive Desk - Mahogany | 72"L x 36"D x 29"H | \$495.00 | | |
| 14143-0060 | 220 lbs. | Presidential Lateral File - Mahogany | 36"L x 24"D x 29"H | \$310.00 | | |
| 05088-0366 | 175 lbs. | Hayden Table - Black Wood | 78"L x 36"D x 30"H | \$400.00 | | |
| 05088-0365 | 58 lbs. | Vivid Café - Square Table Glass | 42"L x 42"D x 30"H | \$300.00 | | |
| 05088-0364 | 68 lbs. | Vivid Café - Rectangle Table Glass | 60"L x 36"D x 30"H | \$350.00 | | |
| Metal File & Storage Cabinets (Pg. 24) | | | | | | |
| 14148-0001 | 35 lbs. | 2 Drawer Vertical File - Letter Size Locking Black | 15"L x 25"D x 29"H | \$120.00 | | |
| 14147-0001 | 35 lbs. | 2 Drawer Vertical File - Legal Size Locking Black | 18"L x 25"D x 52"H | \$150.00 | | |
| 14148-0002 | 45 lbs. | 4 Drawer Vertical File - Letter Size Locking Black | 15"L x 25"D x 52"H | \$155.00 | | |
| 14147-0002 | 45 lbs. | 4 Drawer Vertical File - Legal Size Locking Black | 18"L x 25"D x 52"H | \$175.00 | | |
| 14143-0006 | 125 lbs. | 2 Drawer Lateral File - Locking Black | 36"L x 18"D x 27"H | \$155.00 | | |
| 14143-0144 | 125 lbs. | 2 Drawer Lateral File - Locking Black | 36"L x 20"D x 29"H | \$185.00 | | |
| 14143-0008 | 197 lbs. | 4 Drawer Lateral File - Locking Black | 36"L x 18"D x 54"H | \$200.00 | | |
| 14034-0015 | 133 lbs. | Storage Cabinet - Locking Black | 36"W x 18"D x 72"H | \$200.00 | | |
| Pedestals (Pg. 25) | | | | | | |
| 12091-0023 | 50 lbs. | Display Pedestal 14x42 Black | 14"L x 14"D x 42"H | \$240.00 | | |
| 12091-0004 | 120 lbs. | Display Pedestal 24x42 Black | 24"L x 24"D x 42"H | \$290.00 | | |
| 12091-0002 | 55 lbs. | Display Pedestal 18x42 Black | 18"L x 18"D x 42"H | \$265.00 | | |
| 12091-0030 | 50 lbs. | Display Pedestal 14x42 White | 14"L x 14"D x 42"H | \$240.00 | | |
| 12091-0024 | 45 lbs. | Display Pedestal 14x36 Black | 14"L x 14"D x 36"H | \$205.00 | | |
| 12091-0034 | 75 lbs. | Display Pedestal 24x36 Black | 24"L x 24"D x 36"H | \$290.00 | | |
| 12091-0031 | 45 lbs. | Display Pedestal 14x36 White | 14"L x 14"D x 36"H | \$205.00 | | |
| 12091-0033 | 75 lbs. | Display Pedestal 24x36 White | 24"L x 24"D x 36"H | \$290.00 | | |
| 12091-0025 | 40 lbs. | Display Pedestal 14x30 Black | 14"L x 14"D x 30"H | \$185.00 | | |
| 12091-0003 | 80 lbs. | Display Pedestal 24x30 Black | 24"L x 24"D x 30"H | \$275.00 | | |
| 12091-0001 | 45 lbs. | Display Pedestal 18x30 Black | 18"L x 18"D x 30"H | \$195.00 | | |
| 12091-0032 | 40 lbs. | Display Pedestal 14x30 White | 14"L x 14"D x 30"H | \$185.00 | | |
| 14309-0001 | 125 lbs. | Locking Pedestal Black | 24"L x 24"D x 42"H | \$365.00 | | |
| 14179-0005 | 125 lbs. | Locking Pedestal White | 24"L x 24"D x 42"H | \$365.00 | | |
| Miscellaneous Items (Pg. 26) | | | | | | |
| 14189-0077 | 50 lbs. | Stanchion Chrome | 41"H | \$50.00 | | |
| 11-517 | 2 lbs. | Stanchion Rope - Red Velour | 6' Length | \$25.00 | | |
| 14308-0010 | 8 lbs. | Literature Stand - Aluminum | 14.75"W x 12"D x 53.5"H | \$130.00 | | |
| 14308-0009 | 8 lbs. | Literature Stand - Black | 14.75"W x 12"D x 53.5"H | \$130.00 | | |
| 14308-0005 | 7 lbs. | Literature Rack - Black Metal | 10.5"W x 9.5"D x 57"H | \$135.00 | | |
| 01209-0003 | 50 lbs. | Compact Refrigerator White - 4.0 Cu Ft | 19"W x 21"D x 33.5"H | \$250.00 | | |
| 99-12091-01 | 78 lbs. | Plexi Display Unit | 18" Square x 68"H | \$300.00 | | |
| Lighting (Pg. 27) | | | | | | |
| 09417-0001 BSW | 4 lbs. | Brushed Steel Table Lamp - White | 26"H | \$85.00 | | |
| 09392-0001 BSW | 8 lbs. | Brushed Steel Floor Lamp - White | 66"H | \$125.00 | | |
| 09417-0001 BN | 7 lbs. | Brushed Nickel Table Lamp - White | 29"H | \$85.00 | | |
| 09392-0001 BN | 12 lbs. | Brushed Nickel Floor Lamp - White | 60"H | \$125.00 | | |
| 09417-0001 RB | 7 lbs. | Rubbed Bronze Table Lamp - White | 28"H | \$85.00 | | |
| 09392-0001 RB | 11 lbs. | Rubbed Bronze Floor Lamp - White | 60"H | \$125.00 | | |
| 09417-0001 BSR | 4 lbs. | Brushed Steel Table Lamp - Red | 29"H | \$85.00 | | |
| 09392-0001 BSR | 8 lbs. | Brushed Steel Floor Lamp - Red | 66"H | \$125.00 | | |
| 50013 | 71 lbs. | Neutrino Steel Floor Lamp - Steel | 67"H | \$125.00 | | |



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|-----------------------------|--|----------------|
| Total of Pages Above | | |
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